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ABSTRACT

This handbook suggests to parents ways to plan, develop, and implement an after school child care program. Following a description of the initial child care needs assessment in the community, guidance for deciding the appropriate program type and step-by-step administrative instructions for establishing the program as a business are given. The next section, on staffing, provides basic information for policy formation and hiring and training of staff. Next, daily program development is discussed in terms of planning, equipment and supplies. Budgeting and financial management concerns are then outlined, and public relations coverage is suggested. Finally, a list of possible areas for program evaluation is provided. Related materials for the Somerset, Connecticut, Elementary Child Care Association are appended, including by-laws, various record-keeping forms, the Connecticut Public Health Code Regulations for Day Care Centers and Homes, and the Connecticut Day Care Licensing Program forms. (DST)

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— Introduction —

Much has been written for professionals about programs that meet the needs of children who require supervision after school. This handbook is an attempt to assist parents in the planning, development and implementation of such a program.

Although the process is a complex one, it can be managed by persons who have a strong commitment to positive, sound after-school care. The handbook outlines a process and gives specific suggestions as to the procedure for organizing a program that will provide such care.

It is important to note that this process is only a tool. The results will depend on the neighborhood, the community, and the resources available.

This effort was a result of a committment by The University of Connecticut Cooperative Extension Service, 4-H and the Collaboration for Connecticut's Children, Inc. to the development of quality school age child care in Connecticut.

We thank the Auerbach Foundation, Eastern Connecticut Parent Child Resource System, Inc. and Casey Family Program East for the financial support for the printing and distribution of this handbook.

The Collaboration for Connecticut's Children and the Extension Service of the University of Connecticut (4-H Program) are both available for further consultation toward a successful program.

— TABLE OF CONTENTS —

Page No.

Chapter I — Starting With You 1-6
- The Needs Assessment 1
- The First Organizing Meeting 4
- Planning The Forum 5

Chapter II — Building The Organization 7-17
- The Work Group 7
- Researching Existing Programs 7
- Decision Making 9
- The Work Plan 9
- Taking Care of Business 11
  - Why incorporate 11
  - Is an attorney needed 11
  - The incorporation papers 11
  - The IRS 12
  - By-Laws 13
  - Charitable organization solicitation permit 13
  - The license 13
  - Contracts 15
  - Insurance 15
  - Developing policies 16

Chapter III — Staffing The Program 18-20
- Job Descriptions 18
- Salaries 18
- Fringe Benefits 18
- Lines of Responsibility 18
- Equal Employment Opportunity (EEO) 19
- Finding Staff 19
- Preliminary Screening 19
- Interviewing 19
- Staff Evaluations 20
- Staff Training and Development 20

Chapter IV — Day to Day Programming 21-22
- Program Planning Simplified 21
- Equipment and Supplies 22

Chapter V — Money Matters 23-25
- Money Matters 23
- The Budget 23
- Income 23
- Expenses 24
- Budget Reports 24
- Ongoing Budget 25
- Financial Management 25

Chapter VI — Public Relations 26
- Media Coverage 26
- Program Announcement 26
- Posters 26
- A "Big Splash" 26

Chapter VII — Opening Day and Beyond 27-30
- Opening Day 27
- Program Evaluation 27
- Staff-Board Relationships 29
- Parent Involvement 29
- A Final Note 30

Appendix 31-74

CHAPTER 1

STARTING WITH YOU

The Needs Assessment

You have determined that there is no adequate School Age Child Care program in your community. Are there other parents who need the same service and are willing to work with you? The easiest way to find out is to work through the PTA or PTO at your child's school.

Bring up the subject of school age child care at the next PTA/PTO meeting and ask to meet with any interested parents. It is possible to form a core group and together, with support from the PTA/PTO, survey parents of the entire school population. Two questions that are the most important to ask are (1) how many children might use the day care service and (2) what parents might be willing to work with you? Develop a questionnaire that pinpoints the need with a cover letter to parents. This letter must be approved by the school system, signed by a representative of the PTA/PTO and then sent home with every child in the school system.

A letter to parents

A suggested letter follows:

Dear Parent,

The Somerset PTA/PTO had a request from concerned parents to see if there is a need for before and after school child care in our community. They wish to do a needs survey to find out if there are Somerset families interested in a program similar to the community-sponsored programs in East Valley and Pleasantville.

A school age child care program would be available to all children, those with parents working outside the home, and those who would enjoy being involved with the activities the program would provide. Based on the needs of the Somerset community, the program would operate during the school year: before and after school, during school vacations, and during school holidays.

Please take a minute to answer the attatched questionnaire and return it to your child's teacher or your school office by November 1. Your cooperation will help the PTA/PTO and parents to organize a committee and determine the type of program that will be best for the children.

Thank you for your time, and we look forward to your support and interest.

Sincerely Yours,

Mr. John Good
Program Chairman,
Somerset PTA/PTO

TOWN OF SOMERSET

QUESTIONNAIRE REGARDING NEED FOR BEFORE AND AFTER SCHOOL DAY CARE

(one questionnaire per family)

Please have your child return this questionnaire to his/her teacher by November 1.

Parent/Guardian Name: _____

Address: _____

Telephone: Home _____ Work _____ Work _____

Childrens' Names: _____ Age___Grade_____

_____ Age___Grade_____

_____ Age___Grade_____

_____ Age___Grade_____

1. Do you currently have arrangements for before/after school care for your child(ren) on a regular basis? __Yes __No

   __ five days

   __ less than five days/week: Number of days ____

   __ Before school from ____ to ____

   __ After school from ____ to ____

   __ Holidays and school vacations

   __ Yes, but for pre-school-age

2. If you do not presently need child care services, do you anticipate needing this care in:

   __ Six months __ Three years

   __ One Year __ Other, explain _____

   __ Two years _____

3. If a well-constructed, quality BEFORE AND AFTER SCHOOL Child Care Program is initiated in Somerset, will you:

   a. Use the program?

   __Yes __No Other: _____

   _____

   b. Support its development

   __Yes __No Other: _____

   _____

4. Will you attend a FORUM on SCHOOL AGE CHILD CARE to be held on Wednesday, January 19 at 7:30 pm at the Somerset Elementary School to find out more about this program?

   __Yes __No Other: _____

   _____

5. What would you consider a fair daily fee for Before and After School care?

   Before $1.50__ $2.00__ $2.50__

   Before/After $4.00__ $5.00__ $6.00__

   After $3.00__ $4.00__ $5.00__

6. The following is a list of activities commonly offered in Before and After School programs. Please check the FIVE activities you would most like to see offered in a program in Somerset Elementary School. Please add any suggested areas or activities you feel are important that are not on the list:

   __ Dance
   __ Movies
   __ Gymnastics
   __ Food Preparation
   __ Homework (Reading/Study)
   __ Field Trips (Travel)
   __ Exercise/Jazzercise Classes
   __ Music/Instruments/Choral
   __ Free Play (Adult Supervised)
   __ Woodworking
   __ Arts & Crafts
   __ Computer Learning & Recreational Software
   __ Clubs, 4-H
   __ Drama
   __ Games
   __ Sports
   __ Tutoring
   __ Foreign Language
   __ Other, please list

Suggestions: _____

_____

_____

_____

7. Are you willing to serve on the committee to organize a Before and After School Child Care Program?

   __ YES! Please call me at Home _____ Work _____

   __ YES, but not until_____when I will be free to participate in the planning.

   __ NO, I cannot join the committee at this time, but I am in full support of having a Before and After School Child Care Program at the Somerset Elementary School.

   __ NO, I am not interested in this type of program.

8. Other Comments: _____

_____

_____

_____

Parent/Guardian Signature Date

***** Please have your child return this by November 1. Thank you. *****

The First Organizing Meeting

You have tallied the survey and the need is conclusive. Call together members of the PTA/PTO who have already expressed an interest plus those parents who have responded yes to the question, "Are you willing to serve on the committee to organize a School Age Child Care Program." Send notes to each of the people you are inviting, clearly stating the time, the place and the purpose of the meeting.

Purpose

This session has many purposes:

- To meet actively concerned parents.
- Draw up a membership list with phone numbers and "best time to call".
- Select leaders.
- Select a recording secretary to take notes at each session, starting now!
- Make sure the purpose of the committee is clear and acceptable to all.
- Decide where and how often to meet.
- Decide on a title for the group — examples: Committee, Task Force, Work Group, Steering Committee, etc.
- Consider ways to gain support for and attendance at a public information FORUM.

You may wish to be assisted by a community leader who supports the program and will help you define your purposes and set an agenda for the meeting.

Agenda

Sample Agenda

— Meeting on School Age Child Care —

- **Date**
- **Time**
- **Place**

1. Welcome and Introductions
2. Membership List
3. Elect Leadership
4. Elect Recording Secretary
5. Purpose of the Group
6. Plan for Public Forum

The meeting site should be comfortable with coffee and refreshments.

Brainstorming

Brainstorming is a tool that can be put to good use at your first meeting. It has been used successfully by politicians, scientists, inventors and corporate leaders to allow the free exchange of ideas. This technique calls for an open atmosphere where people say whatever comes to mind allowing them to be creative and free to express themselves. Criticism and put downs are not allowed as they inhibit participation. Ideas can be recorded, reviewed and prioritized.

Planning The Forum

Whom To Invite

The FORUM is a good way to inform, as well as involve, the overall community in the planning. It is also a way to build bridges with other civic groups and people who can help in later stages of development. Members of the Planning Group should personally invite representatives of as many community groups as possible. For example: Civitans, Jaycees, Junior League, Women's Club, Lion's Club, church groups, Town Council, Principal, Superintendent, Board of Education, Police Department, Fire Department, 4-H, Girl Scouts, Boy Scouts, a local attorney, and other community groups that your committee feels are important. An announcement can accompany a hand written note. We recommend an invitation be sent to all teachers in the school system. This stresses the importance of working together.

DO NOT HESITATE TO ASK ANY AND ALL PEOPLE FOR THEIR HELP! Begin to assign jobs to the members of your committee according to the members' preferences, talents, and time availability; one member may have toll free telephoning and can make telephone calls finding out officials' names and addresses; another member may have a typewriter and be able to share in the letter-writing to officials; members with artistic talents can design flyers; and those with little time to spare can stuff envelopes and do mailings.

The FORUM should have speakers from nearby towns which have school age child care programs already in place, someone from the State Department of Education (The Early Childhood Unit), the State Health Department (the Day Care Licensing Unit), and someone from the Small Business Administration. Representatives from these groups will be able to answer many questions.

The FORUM should be conducted by someone who has good public speaking and leadership experience and can channel the session toward the desired positive end.

Be sure to have name tags, coffee and refreshments the night of the FORUM. Have several sign-up sheets available for participants' names, addresses, phone numbers, and if they would be willing to help.

SCHOOL AGE CHILD CARE FORUM

TOWN OF SOMERSET, CONNECTICUT

WHEN: Wednesday, January 18
7:30 PM - 9:30 PM

WHERE: Elementary School Auditorium

Based on the overwhelming results of the "Needs-Assessment School Age Child Care Survey" that was sponsored by the P.T.A./P.T.O. in October, an informational forum will be held to present various School Age Child Care Programs currently being administered in neighboring towns.

You are cordially invited to attend the January Forum, which will include presentations from the following group of panelists:

Child & Day Care Program Staff
Early Childhood Unit
State Department of Education

Chairman of the Board of Directors
C.O.O.L. (Andover's Community Organized and Operated Latchkey Program)

Day Care Program Specialist
State Health Department
Hartford, Connecticut

Director
Neighborhood Care, YWCA
Manchester, Connecticut

Latchkey Coordinator
Metropolitan Hartford
YMCA

Principal
Northwest School
Manchester, Connecticut

Director
Small Business Administration
Hartford, Connecticut

CHAPTER II

BUILDING THE ORGANIZATION

The Work Group

AFTER THE FORUM, your work group should include:

CORE WORK GROUP
- ten parents
- a teacher
- a civic leader
- an accountant
- a realtor

BACK-UP COMMITTMENTS FROM
- a media person
- an attorney
- a police/fire person
- a town official

With representation from all these areas, everyone's job will be easier.

After the FORUM, hold a meeting with all interested parents to address the following:

- The specific needs of the community. For example:
  - — What hours and days do families need services?
  - — Should kindergarten children be involved?
  - — What kinds of activities should be planned?
- The structure of the program. Possible options are:
  - — Expand an existing private child care program.
  - — Request an agency to establish a School Age Child Care Program in your community.
  - — Design your own School Age Child Care Program.

Researching Existing Programs

Once your community has some idea of the things they want in a program, contact the Maternal and Child Welfare section of the State Department of Health to obtain a list of School Age Child Care Programs in your area. Ask members of your committee to visit several programs. This will help you to understand and gather information on programs, policies, staffing patterns, ages, rates, personal policies, hours and days of operation, and parent involvement and control. Complete a program information sheet similar to the one on page 8 for each program visited.

Program Information Sheet

Program _____

Visited by _____

Date _____

Contact _____

Phone _____

1. Hours of operation _____
2. Days of operation _____
3. Rates for care _____
4. Basic program description _____

_____

_____

5. Staff at center (age, training, ratio to children)

6. How do children and staff relate to each other? _____

_____

7. What type of discipline is evident? _____

_____

8. Who hires the staff and provides supervision? _____

_____

9. Who makes the policies? _____

_____

10. Who determines program content? _____
11. Who does the bookkeeping? _____
12. Who makes out the budget and sets the fees? _____
13. Who handles the licensing? _____
14. What insurance coverage is provided and by whom? _____

_____

15. Who handles the registration of the children? _____
16. Who provides liaison with other community groups such as the Board of Education?

_____

17. Other observations _____

_____

Decision Making

Which Program Type Suits Your Community Needs?

The answers to the visitation questions will provide the basis for your decision to (1) ask an existing private program to expand to meet your needs or (2) ask an agency, such as the Y.W.C.A. or the Y.M.C.A. to begin a program for your community or (3) design your own School Age Child Care Program.

To analyze the information collected, make a chart. Across the top list all the programs you are considering. Down the left side list the areas covered by the questions on the visitation sheet. Then list who makes the decision or who is responsible for performing the function for each area listed.

Information Chart

• *Sample Information Chart* •

Who Decides?

Function Area	Parent Run Program	Agency Run Program	Existing Private Program
Hours			
Policies			
Staff hiring/ Supervision			
Program content			
Fees			
Insurance			
Etc.			

There are obvious differences in the amount of control and responsibility that the parents and community assume in each of the programs. Your committee should also consider the quality of each of the programs you observed. Then the parents can decide how they wish to proceed. If the committee decides, at this point, to ask an agency, private center, or another community to provide the program, your job is complete. If you decide to organize your own community-operated program, your job is just begining.

The Work Plan

Once you have decided to begin a parent-run program, the next step is to list your purpose and goals and design a work plan for reaching them.

At this point it would be helpful to contact the State Department of Education (Early Childhood Unit) and ask for help in stating goals and setting up a realistic work plan. Following is a sample plan:

• WORK PLAN •

STEPS	TASKS TO COMPLETE	TARGET DATE
Find suitable space		
A. School	Tour school with principal. Contact superintendent.	February 15
B. Other sites	Contact Library, Churches, Banks, Hospitals, Civic Buildings, Commercial Buildings, etc. See if space is available.	March 1
	Contact Zoning Official to find where Child Care Program may be located.	March 15
Obtain Licensing Regulations	Contact State Dept. of Health, also see regulations for Connecticut in Appendix.	March 15
Decide on space to be used.	Apply regulations to space.	March 20
Incorporate	Obtain documents from Secretary of State. Meet with Attorney or consult section on Incorporation. Complete and file papers.	March 30
Obtain permission to use space.	Meet with appropriate Boards, i.e. those who control the space you wish to use.	April 1
Negotiate and sign contract.		April 15
Prepare and adopt By Laws	Consult other By Laws such as the ones in the Appendix and prepare your own.	April 15
Look for funding	Contact Dept. of Human Resources Child Care.	April 20
Obtain a License	Contact the State Health Dept. for a License Application. Request preliminary site inspection. Obtain necessary forms from Building, fire and zoning officials. Begin filling out application. You will not be able to complete this until Staff are hired.	May 1 May 1 June 1 June 15
Prepare budget and set fees	Review budgets from similar programs.	June 15
Prepare Program Policies and registration packet	Review other program policies and registration materials. (see Appendix)	June 15
Send flyer home with children	Obtain permission from School Official.	Last week of school
Prepare Job Description	Review other descriptions. Determine needed staff.	June 30
Hire Staff	Place advertisements in newspapers. Contact Connecticut Job Service. Set up interviews. Hire Staff.	July 1 August 15
Accept registrations	Send forms to interested people. Require deposit. Notify of acceptance.	Continuous
Prepare room and acquire supplies	Ask parents and community to donate unused items. If room needs painting, etc., arrange with landlord.	August 20
Hold open house	Invite community to visit program room and meet Staff.	August 25
Opening Day		The 1st day of school

Your plan will be more detailed as you progress. You can also add another column noting who is responsible for each task.

Taking Care of Business

Why Incorporate?

The process of incorporation makes an informal group a legal business, with rights to own property, do business in accordance with the laws, receive and give money, be insured against loss or damage, and develop a credibility in the community. Because your group has formed to provide a public service, you are further eligible to incorporate under the *Non Profit* laws, giving you extra benefits. In general, incorporating as a non-profit organization enables you to look for funds and grants from the public, businesses, foundations and government sources, and to ask for donations of materials, supplies, and services. Businesses will give to non-profit programs because they are able to deduct these gifts and donations from their taxes each year. A further bonus of non-profit incorporation is the ability to use the Federal Surplus Food Program and to buy supplies directly from the Federal Surplus warehouses. Non-profits are exempt from local and state taxes, after the proper forms are filed.

Is An Attorney Needed?

If you have found an attorney who would be willing to volunteer services to your group, contact him or her to help in the filing of the papers to incorporate as a non-profit. Many attorneys routinely serve on Boards of Directors of non-profit agencies and do not charge fees. If you have not found an attorney to serve, contact a Legal Aid office, your state Law School, the Voluntary Action Center, or the president of your largest local business. You may also contact your County Bar Association for the name of the local representative.

If you are unable to find an attorney, you can fill out the papers yourself. The necessary forms can be obtained by calling the Secretary of State's Office.

The Incorporation Papers

If you are filling out your own incorporation papers, the following suggestions will aid you in the process.

If you incorporate as a non-stock, not-for-profit corporation, and wish to file for Federal Tax Exempt Status, known as 501(c)(3), your incorporation certificate must include the following statements:

"In the event the Association is dissolved and/or ceases operation then in such event assets and/or monies owned by the association at that time shall not inure to the benefit of any director or member of the association, but shall be distributed to another organization qualified as a section 501(c)(3) organization pursuant to the Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization is organized exclusively for educational purposes, as specified in the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

No part of the earnings of the corporation shall inure to the benefit of any member, trustee, director, or officer of the corporation, or any private individual (except that resonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer shall be entitled to share in the distribution of any corporate assests upon dissolution of the corporation.

No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office."

The incorporators must be three members of your work group. They must sign on the bottom of page 1 of the incorporation papers.

On page 2 (the Biennial Report) list all of the officers and directors and their home addresses. Post office boxes are not acceptable.

Page 3 is the form for appointing a Statutory Agent. This person receives official correspondence from the Secretary of State or papers served by the court against the organization. The Statutory Agent may be changed by filing a form and paying a fee. Make sure to include the business address. If the person is not employed, write "none".

It is recommended that someone hand deliver these papers to the office of the Secretary of State in Hartford and pay the filing fee of approximately $50.00.

The IRS (Internal Revenue Service)

The IRS office may help you through the process of securing 501(c)(3) tax exempt status. In order to apply for this status, you must have filed your Certificate of Incorporation with the state. It helps to work with your attorney and/or CPA on these applications, as they are somewhat difficult to understand.

By-Laws

The By-Laws of an organization define how it operates by outlining the following:

- Purpose for which the organization was formed
- Who can be members
- The Board of Directors and Officers—
  - purpose and responsibilities
  - how they will be elected
  - term of office
- Committees of the organization (finance, executive, nominating, etc.)
- Frequency of Board meetings
- Number of Directors needed for a quorum
- Dates of the organization's fiscal year
- Parliamentary proceedure

Generally, attorneys who do corporation business will be able to help establish By-Laws. (see Appendix).

Charitable Organization Solicitation Permit

With the IRS 501(c)(3) letter in hand, apply for the **Connecticut Charitable Organization Solicitation Form** from the Department of Consumer Protection. This document allows your organization to solicit charitable donations in the state. There is a $10.00 fee. We again recommend that your attorney or CPA assist with these papers. ALL STATE OF CONNECTICUT FORMS MAY BE OBTAINED BY CALLING THE APPROPRIATE STATE DEPARTMENTS AS LISTED IN THE BLUE PAGES OF YOUR TELEPHONE DIRECTORY.

The License

The State Department of Health issues the license for the facility, staff, program policies, and procedures. It would be wise to obtain copies of the license forms from the Health Department. (see Appendix). The following items must be in place before a license can be issued.

The Facility: Probably one of the best places to look for space is a school in your community. Any building currently approved for use as an elementary school automatically meets the state requirements, building codes, fire codes, and zoning codes for a School-Age Child-Care Program.

If the school can not be used in your community, investigate all other possible sites. This includes churches, fire hall, commercial buildings, granges, and any other facility.

It is important that you determine what the zoning regulations for child-care are in your town. Ask the zoning official for a letter stating that your selected site does not violate any zoning codes. If child-care is not addressed in the codes, and he refuses to give you the letter, immediately apply to the zoning board of appeals for a hearing. This can take many months, so it is important to get the process started.

Make sure that your selected space meets the fire and building codes; for example, carpeting must be fire rated and plumbing adequate.

Obtain necessary certificates:

1. *Building code compliance*—Obtain this form from your town building inspector. You need this form even if you are operating in a school.

2. *Zoning code compliance*—This letter or form states that your use of the facility does not violate any of the town zoning regulations. The town zoning official will issue this statement.

3. *Fire Marshal's Certificate* of approval of Child Day Care Center. This is actually a form. You will want three copies, one for submitting with your license, one for posting at the site, and one for your file.

Statement of purpose: Use the one from your incorporation papers and elaborate.

Personnel and operating policies: You may use a copy of the operating policies given to parents. Your personnel policies should include hours staff work, sick days, vacation time, benefits, and plan for evaluation.

Staff Development: Contact the Cooperative Extension Service, 4-H Program, and the department of Human Resources, Child Day Care division to learn what training opportunities are available locally. Include these in your plan. You might also check with other day care centers in your area to learn about their training programs and to see if your staff might participate.

Outline Program Objectives. For example:

- Children will learn the nutritional value of foods.
- Children will develop their small motor skills.
- Children will develop their creative abilities.

List program activities and relate them to an objective.

- Weekly cooking club relates to objective 1.
- Bi-weekly arts and crafts projects for children relates to objectives 2 and 3.

Health Program:

1. Make sure to include plans for medical emergency care and for care of a sick child. Copies of these must be posted at your center.

2. A staff member is required to have a current American Red Cross Certificate, not only training.

Sanitation: You will need the results of a current water test. Your town sanitarian should provide this for the school. For other sites you may need to use a private laboratory. The test is a complete chemical and bacteriological analysis.

Complete other portions of the license including diagrams of your room and play space. Submit this portion of the license as soon as possible. It is better to submit the application minus some information that to wait until the staff is hired, etc., to begin the process. This will enable the State Department of Health to begin processing your application.

IT IS AGAINST THE LAW TO OPERATE A CHILD CARE PROGRAM WITHOUT THE APPROVAL OF THE LICENSING AGENT

Contracts

From the initial contract with the Board of Education to the Contract Agreement drawn up with the maintenance staff, it is good policy to have your attorney read and approve each one. The lease will probably be drawn up by the attorney working for the Board of Education, if a public school is used, but it still should be checked by your attorney. JOB DESCRIPTIONS and MEMORANDUM OF AGREEMENT FOR HIRING should also be approved by counsel. Contracts will be required by the Federal Surplus and State Surplus Programs, and others who furnish items for the program.

Insurance

This is necessary for your program. If housed at school, check with the Principal or Board of Education to determine the kind of coverage you will need. In many communities, the school system carries "umbrella" liability coverage on all its properties and programs, and can extend their coverage to your program.

If the school's coverage is unacceptable or not available to your program, check with local churches and other non-profit agencies in your community; get quotes from their agents and compare before making a selection. Once you have chosen an agent, ask him for a reference from another non-profit organization, and check with that agency.

General Liability: This type of insurance covers negligence, from whatever source within the program. Generally, it is good practice to look at coverage in excess of $500,000, with "blanket liability coverage" of $1,000,000. Although these figures sound huge, the difference in premiums from a $250,000 policy to a $500,000 policy is not great, considering that one serious accident on the premises resulting from someone's negligence can result in a costly lawsuit.

Fire and Theft: This type of coverage may not be required or necessary in your program, unless you have extensive equipment and supplies. Check to see if other non-profits carry it, and if your agent recommends this coverage.

Automobile: If your program owns vehicle(s), this coverage is mandatory. If your program staff may transport children to or from the program, again coverage is mandatory. Check with your agent to determine adequate coverage.

Bonding: Employees who have access to money, materials or supplies should be covered by a surety bond. This coverage protects the program from theft or improper use of equipment, and is recommended. The premium is usually low for this type of coverage.

Officers and Directors (O&D): It is recommended that the Board of Directors be covered by O&D insurance. This type of coverage insures Board Members against law suits resulting from complaints of "poor decisions" or poor treatment received by a child in the program.

Developing Policies

A well designed program will have policies to help you meet the goals and objectives of the group. The first step in developing policies is to review the program information sheets compiled by your group. These will provide you with information about policies that other centers have developed and it is possible to use parts of these to develop your policies.

Personnel Policies

A program can only be as good as its staff and it is wise to develop policies concerning their treatment to ensure predictability and morale. You should cover the following areas in your PERSONNEL POLICIES:

1. How staff will be recruited and selected
2. What benefits they will receive: sick time, vacation, personal days, holidays
3. Evaluations
4. Raises
5. How to report unplanned lateness or illness
6. Expectations concerning dress, behavior, personal calls
7. Gross misconduct: intoxication, violence, theft, abuse of children
8. Disciplinary action or termination
9. Employee grievance procedure
10. Resignation procedure
11. Employee safeguarding supplies
12. Emergencies
13. Training
14. Staff meetings
15. Equal Opportunity Employer policy

Standard Operating Practices and Procedures

Along with Personnel Policies STANDARD OPERATING PRACTICES AND PROCEDURES are requested for licensing and must be written.

In general, you should plan to cover the following:

1. Admission criteria, who can participate
2. Hours of operation
3. Calendar for the year—days you will be open
4. Snow days or early closing
5. Types of activities offered
6. Discipline
7. Attendance procedure
8. Registration
9. Fee payment schedule/security deposit/late payment
10. Food and snacks
11. Health forms
12. Medical emergencies
13. Medication
14. Facility arrangements
15. Equipment and supplies
16. Emergencies
17. Fire drills
18. Travel procedures
19. Budget reporting
20. Financial management/accounting/recordkeeping/paying bills
21. Parental involvement
22. Statement of parent's rights and responsibilities.

Note that some of these policies require reporting forms and some must be filled out by parents or guardians. (see Appendix)

CHAPTER III

STAFFING THE PROGRAM

Job Descriptions

Before you begin advertising for staff you will need to develop a job description for each position — Director, teacher, aide. Be clear about what your expectations are for each person. There are simple job descriptions in the appendix that can be modified for your use. (see Appendix).

Salaries

Usually, salaries are described in ranges. This allows you some flexability in determining the final salary based upon the applicant's educational background and experience. In 1985 in Central Connecticut typical rates were: Director—$7.50/hr.; teacher—$5.50/hr.; aide—$3.85/hr. Fringe benefits, if provided, usually total 20% of the salary.

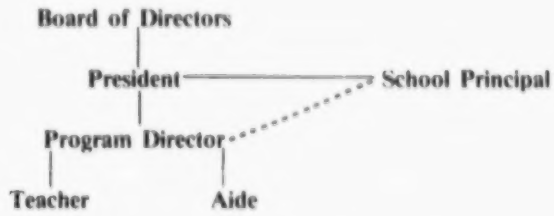
Fringe Benefits

Some of these must be provided, such as Workman's Compensation, unemployment insurance and social security. Others, such as health insurance, life insurance, and retirement plans are optional. If you have limited funds you might allocate a certain amount for benefits and let the staff help decide the specific benefit(s) they would like most.

Lines of Responsibility

The Board of Directors has the ultimate responsibility for all that happens; however, many functions may be delegated to staff. The Director needs to know the decisions she/he can make and the areas that require Board approval.

The Director should also be responsible to one person. This might be the Board President or the Chairperson of your personnel committee. All Board members and parents should then go through that person. This will avoid having the Director responsible and responsive to the direction of ten or twenty people. A sample line of authority might be:



This indicates that the President takes direction from the Board of Directors and the Principal, who in turn supervises the Director, who supervises the teacher and the aide. The dotted line between the Principal and the Director indicates that she/he may give informal direction, for formal directives she/he must go through the Board President.

If your program is not located in a school, someone else may have the authority over your site. Relations with this person are often critical and everyone must understand this.

Equal Employment Opportunity (EEO)

Under Federal regulations, Equal Employment Opportunity means that you hire people who are qualified for the job regardless of race, ethnic origin, sex, age, or handicap. Your job application may not ask for date of birth, race, sex, marital status, ethnicity, or handicap, unless the handicap would prevent someone from doing the work. It means that people should be hired for their capability. Be sure that your job application addresses the strengths that you are looking for in personnel. If the Licensing regulations require a person with no history of felony convictions, ask this question on the application of all candidates, and screen out any positive responses.

Finding Staff

There are several places to look for competent staff. Plan to hire the director first. Contact the State Employment Service and ask them to list your job with the job bank. Place short "ads" in the help wanted section of your local papers. Contact the placement offices at all local colleges. Check the substitute teacher list at your school. And finally, mention the jobs to everyone you meet.

Preliminary Screening

Assign the Personnel Committee of your Board to do the preliminary screening. This process entails checking each application to be sure the applicant meets the qualifications. Notify unqualified candidates by letter that you are unable to consider them at this time. Schedule interviews with the remaining applicants - generally one each hour. Notify them in advance that you will be interviewing twice, once to narrow the field down to the top three candidates, and again to decide on the final candidate.

Interviewing

In order to be as fair as possible to all candidates, The Personnel Committee of the Board should draw up a set of questions it will ask each applicant. Rate their answers and add up the totals to give an objective scoring. Discuss any unusual variances between scores; this may indicate bias for or against a person rather than an objective rating. Once you have narrowed the field to the top three, add any other questions you determine important, reschedule and repeat the process with the Officers included.

ONCE THE DIRECTOR IS CHOSEN, SHE/HE SHOULD BE INVITED TO PARTICIPATE IN THE SCREENING OF ANY ADDITIONAL STAFF.

Staff Evaluations

Although it is not the entire base of excellence, your staff is your most important asset.

It is important to keep open channels of communication with program staff. By working together to set priorities, solve problems and build a sound service, you will establish a good working relationship that will assure smooth program functioning. Staff satisfaction with the program, working conditions, supervision, training and other vital areas should be monitored regularly. Concerns should be taken seriously and explored to determine their validity, then resolved.

In the regular evaluation process, staff members should be reviewed regarding their job performance, work habits and overall functioning in the program. An initial evaluation is recommended at three months, six months and annually thereafter, using an evaluation form. This form should be discussed with the staff member and signed by both the staff member and the supervisor. A copy of the form should always be given to the employee.

Staff evaluations, along with the application, resume, references, health certificate, job description and hiring memorandum are to be filed in the employee's Personnel File. The evaluation may be used as the basis for promotion and salary increase.

The written evaluation may serve as the basis for disciplinary action, salary decrement or, if necessary, termination. The evaluation may also be important if there is a claim for Unemployment Compensation.

Staff Training and Development

As the school age child care field is a relatively new, developing profession, the kinds of training and staff development available to those in this field is generally limited, but very necessary! The University of Connecticut through the 4-H Youth Program of the Cooperative Extension Service, the Department of Human Resources and the Wellesley School Age Child Care Project provide staff training. You may contact your local Cooperative Extension Service or the Collaboration for Connecticut's Children for information and assistance.

CHAPTER IV

DAY TO DAY PROGRAMMING

Program Planning Simplified

There are many lengthy books written on program planning. A simple way to ensure a good plan is to remember the key word, **S.O.M.E.** Consider the following:

S. — Situation
O. — Objectives
M. — Methods
E. — Evaluation

While the specifics for day-to-day programming will fall upon the staff, the Board sets policies in relation to the total program. Therefore, it is necessary to look at your situation, set objectives, then determine methods and evaluation techniques which are all part of the program planning process. This will enable your Board to determine policies.

S. Situation

In reviewing your situation, you should include the basic purpose as stated in your By-Laws, the number of children enrolled, the budget, space and staff. Based upon this information, the objectives you set can be realistic and measured.

O. Objectives

An objective is a statement of who will be able to do what. A measured objective will tell us that a specific number of people will do a specific number of things. For example, if your group thinks self defense is an important skill for children, your measurable objective would be:

26 children will be able to demonstrate 6 ways to protect themselves.

If your group thinks children should learn to eat nutritional foods the objective might be:

12 children will learn to prepare nutritious snacks.

M. Method

After the objectives are set, your Board and Staff would then determine the methods to be used, i.e., "we will budget $300.00 to pay someone to instruct the children in basic karate skills." The Director would then set up the program. The method for the second objective might be to have staff contact the Cooperative Extension Service for 4-H project Guides and establish a cooking club.

E. Evaluation

Evaluation is the final step in program planning. To evaluate the two objectives, the Board might establish an annual family night where the children demonstrate karate skills and serve snacks to their parents that they have prepared.

Equipment and Supplies

The content of your program will determine the equipment and supplies that will be needed. In the beginning most programs have a small budget to spend on these items. Try to select basic equipment that can be used in many ways: balls, crayons, scissors, paper, scraps of fabric, yarn, tape, large pillows, etc. These are necessary to ensure a basic yet full program.

Accept donations of second hand toys, record players, cards, board games, etc. All will be welcome additions to your basic supplies. Also accept recycled items. These have multiple purposes when used creatively. They include egg cartons, grocery food bags, yogurt containers, magazines, tin cans, paper bags, computer sheets, thread spools, scraps of lumber, etc.

If your program is fortunate enough to have exclusive use of a space, try to have someone donate comfortable furniture, a carpet, fish tanks - those that leak can be used as terrariums - and other items to make your room look like a warm inviting place.

Your director should be involved in making major equipment and supply decisions.

CHAPTER V

MONEY MATTERS

Money Matters

Money, unfortunately, will often dictate whom you may hire as staff, what projects the children may do and to some extent which children may participate. You will need to estimate your income and expenses as closely as possible.

The Budget

The budget is the estimate of what you think your income and expenses will be for one year. Both parts of your budget should be equal. They will influence each other to a large extent. It may be helpful to look at a budget from a similar program, to see what types of expenses are incurred. (see Appendix.)

Income

This is the money your program will be receiving from fees, grants, donations and fund raising.

Fees

Fees are the payments parents make for their children to attend the program. These should be set to reflect what the parents said they are willing to pay on the initial survey. They are calculated by multiplying the number of children times the number of days times the daily rate to equal the total fee.

	Children	×	Days	×	Rate	=	Total
School Days	**15**	×	**180**	×	**$4.00**	=	**10,800**
Full Days	**10**	×	**50**	×	**10.00**	=	**5,000**
					Total Fees	=	**$15,800**

You may also have separate fees for ½ days, kindergarten children and those who only participate part time.

Grants

Grants may be another source of income. The State Department of Human Resources sometimes offers grants to communities to subsidize low income children or to pay staff salaries for new programs. These funds have come from Social Service Block Grants and their continuation is never guaranteed. Applications for the grants are usually made 90 days prior to the grant period. The Department of Human Resources Day Care Unit can tell you the dates and assist you with the applications. It is wise to check with town and state agencies about funding. Start at the top and be referred down. Be persistant!

Donations

These are another source of potential income. It will help if you already have tax-exempt status. Even if you do not, some community groups may be willing to support your program.

Fund Raising

This is an activity that some parents might enjoy and it gives them the opportunity to make a contribution to the program. This source of funding should be discussed, but guard against over-extending people who are needed to complete other tasks. Once your group is well organized, you may wish to do more fund raising.

Expenses

This section deals with the money you need to expend in order to run your program. The most typical expense items for a day care program are:

Salaries and Wages
Fringe Benefits
Rent
Utilities
Equipment and Supplies
Food
Insurance
Telephone
Postage
Printing
Travel and Transportation
Legal and Accounting
Licensing and other fees
Miscellaneous

We also recommend that you begin to look for a volunteer bookkeeper. It will be helpful for him/her to work with you from the beginning; this way he/she will have a sound grasp of the figures when the program is in operation. Volunteer bookkeepers may be found through the same channels we suggested to find an attorney or accountant/CPA.

Budget Reports

Your accountant/CPA or bookkeeper can devise a monthly financial report for use at monthly Board meetings. This report can be a simple breakdown of the income and expenses in each category outlined in your budget. This will show how the program is doing against your projected budget. It is important that the Board keep tabs on the program's finances. Neglect by the Board may result in crisis and in some cases, bankruptcy. It is easier for any Board to take preventive action rather than remedial action. Keeping cash outflow on a par with cash inflow is the key to stability.

Ongoing Budget

After the first year, your Board will want to set a regular budget process with a timetable and assigned responsibilities. A year of experience will also help in setting realistic amounts for both income and expenses; the entire process will become easier.

Financial Management

We noted earlier that you should have a bookkeeper or someone with accounting knowledge to set up and maintain the program's books. The accountant will assist in developing the format and method, but will not do the routine work. It is best to use the accountant's time for an annual audit and certain tax preparation work. The bookkeeper should set up the following records:

1. Payroll and Personnel
    a. Time sheets
    b. Attendance sheets
    c. Payroll summaries
    d. Personnel files
    e. Incident/accident files
2. General Ledger
    a. Accounts receivable
    b. Accounts payable
    c. Cash receipts
    d. Cash disbursments

These simple records will generate adequate information to prepare the payroll and tax reports necessary, and will provide financial accountability to funders and the Board.

CHAPTER VI

PUBLIC RELATIONS

Media Coverage

It is helpful to have experienced media people working with you to develop a public relations campaign. If you are doing your own publicity, check with a reference librarian for a media directory to help find the following information:

1. How to write a press release.
2. The names and addresses of local newspapers.
3. The names and addresses of your T.V. stations.
4. The names and addresses of local radio stations.

Public Relations is an ongoing process, contact with the media begins with the distribution of the initial survey, and continues throughout the life of the program.

Program Announcement

Another way to let the community know about the program is with a flyer. In designing this special flyer, include the five "W's": WHO, WHAT, WHERE, WHEN, WHY, as well as information on how to register. Find your most creative artist and design an eye-catching "READ ME!" advertisement. Use brightly-colored paper - SHOUT YOUR MESSAGE! Distribute the flyers to every child in the school system, and place them in public places and retail outlets in your community. Don't hesitate to approach churches and other civic and social organizations to assist in the distribution. You want saturation!

Posters

Large, bright, eye-catching posters are another inexpensive way to announce your opening. Most local merchants will allow you to place a poster in their shop as a community service.

A "Big Splash"

Plan a special event to recognize your opening. Invite the general public, including: parents and children who might use the program, town officials, school representatives, Board members, donors, and the media.

You may wish to plan a short program to acknowledge the staff and donors, and to emphasize the importance of caring for children in the community.

Allow time for refreshments and socializing. Provide name tags for all and a sign in list for future reference.

CHAPTER VII

OPENING DAY AND BEYOND

Opening Day

Your license, emergency procedures and plans for care of a sick child are posted conspicuously on site. The snack menu is in place and the health forms are filed. The room has been painted, and looks beautiful! The staff has planned the activities, the dolls are waiting to be hugged and the games waiting to be played.

It's 7:05 a.m. Children arrive and eagerly join in the activities. You go off to work wondering how the day will be for your child. For you, it goes by very slowly.

Finally it is 5:00 p.m. You walk in the door not knowing what to expect. Your child does not notice you are there! You look around the room and see all the happy smiling faces on busy, playful children. Then you know it's all been worthwhile!

Program Evaluation

One of the very last planning items needed at this point is a tool for Program Evaluation, making sure that the program is doing what you planned it to do. Evaluation is essential to sound operation. A good initial design does not guarantee that positive outcomes will automatically follow. Programs should be monitored and evaluated periodically.

In the first few months of operation, you will need to revise some of the procedures you just wrote. Don't be afraid to do this. By-Laws and Budgets are only planning tools. Once you have arrived at specified procedures, there should be a process created to make sure that they are being followed, and that the program is providing the needed services.

The process of evaluation of the program becomes fairly simple once it is broken down into basic components.

Quotas

The concept of looking at quotas is a good first step in the overall evaluation process. When you first designed the maximun capacity and made estimates of the average daily attendance expected, you were setting goals or quotas, which you expected would be met by the program. It will be helpful, especially in the early months, to measure your actual attendance against your expected attendance on a monthly basis. Attendance figures can be included with the Financial Report done by the bookkeeper. The difference between the actual attendance and the expected attendance is called *Variance,* and can alert the Board as to how well the program is servicing the numbers of children it hoped to serve. If the variance should begin to grow on the negative side month by month, the Board will know that it is time to take some investigative action to determine why attendance is falling off, and some remedial action to change the pattern.

Observations and Monitoring

Members of the Board should make a point of stopping in for on-site visits during hours of operation. A visit every six weeks initially, and perhaps quarterly, thereafter, can be helpful in keeping tabs on the condition of the physical plant and supplies, the way staff interact with the children, discipline and order in the program, adherence to activities, schedules, etc. After each visit, the Directors visiting should make notes on their observations, and file them for safekeeping with the other evaluation tools.

Interviews and Questionaires

A simple form can be devised which asks parents and children to rate their satisfaction with (1) various components of the program, (2) the staff running the program, and (3) the activities scheduled in the program. Interviews can be held informally, by phone or in person, and the comments and suggestions made by the parents and children should be noted. It is best that these tools be used on a random basis, every third parent on the alphabetical roster will receive a phone call; every fifth child on the roster will be interviewed (with parent present); every tenth parent will receive a questionnaire, etc. The parents and children should be able to note any complaints, which can be reviewed by the Board.

Feedback From Outsiders

Another evaluation tool which is simple to use is outside feedback. If your program is in a school, meet with the principal periodically and ask for input on the program's functioning. Ask teachers who share neighboring classrooms, or the librarian, what they see and think is happening with the program. Licensing is an ongoing procedure. The State or local health department will make a periodic visits for evaluation. Request a copy of evaluation and share it with the Board and staff. Ask the program funders, after they have received information from you, how well their expectations were met. Keep copies of this feedback, and file them with the other evaluation materials. At this point, you have a comprehensive evaluation system which should satisfy the State and potential grantors.

Finances

Like the quota variances, the Financial Reports can be viewed against the budget (the expected inflow and outflow of money) in the same way as average expected versus real attendance is seen. The Financial Report will also show variances, which begin to show trends that the Board may wish to encourage or stop. Particularly important is the overall balance between income and expenses. Expenses should be kept in line, with the income received to cover them. When a program spends more than it has received, the resulting net figure is called a deficit, and should be given serious attention by the Board. NOTE: It is often possible, especially where State grants are concerned, to receive state checks much later than they are due. As bills continue to accumulate during this time, the result is not an actual deficit, but a lag in Cash Flow. Inform your vendors if this happens.

Staff-Board Relationships

To develop an exciting viable program that meets your goals and objectives and to sustain it over a long period of time, you must establish a clear understanding of the role of your Board and the role of your Director.

Up until the time your Director is hired, the members of your Board perform the functions of both the Board and the staff. Once your Director is hired, she is in a position to assume some of these functions. As your program grows, staff will take on the daily tasks of operation.

Clarification of who performs what function is necessary. Basically your Board will always retain overall responsibility for every thing that happens in the program. Your Board must continue to make the policies under which the program operates. The staff's responsibility is to implement these policies. Your Board has final financial responsibiltiy for the program, although staff may spend funds within the guidelines you establish.

To accomplish this division satisfactorily, there needs to be good communication between the Board and the staff. A good rule to follow is to have the Board make requests of the staff through one individual, usually the President. No one can work for a large number of people, each with individual ideas on how things should be done. Generally, the Director is responsible for the supervision of other staff. The President should communicate with them through the Director. It is best to solve any communication problems in their infancy and to keep the way clear for a good positive working relationship.

Parent Involvement

Parents will want to be aware of what their children are doing and the future direction of the program. A newsletter is a good way to keep parents informed. It may be written by the staff and/or the Board.

Parent or family nights are another good way to involve parents. When planning these, it is important to remember that parents work and the event needs to be easy to attend. For example, a pizza and salad supper at a reasonable cost is probably easy. A pot luck meal, to which you must bring your own plates, silverware, and a dish to pass, is difficult.

Most parents will do what they can cheerfully. The problems come when they are asked to do something that is difficult. For example, one parent may be able to type a newsletter with ease. She knows how to type, is a secretary and can do it in ten minutes on her lunch hour. A parent who must do it at night, after teaching all day might find it difficult. Know your parents and ask them to do the things that are easy and possible for them.

A Final Note

This handbook was written to help parents and communities through the process of establishing a School Age Child Care Program. It is based upon the experiences of a group of parents in Marlborough, Connecticut who began a program in 1984. As we worked through the process we realized that the needed information was scattered among several state agencies and many books and pamphlets. This handbook is an attempt to put this information in a clear and logical sequence.

As a result of the efforts in Marlborough the Marlborough Elementary Child Care Association was formed. MECCA currently operates a successful program with full enrollment and a long waiting list. Many of the sample materials in the Appendix were developed by the MECCA Board of Directors and are currently in use.

In looking back this group of parents feels a great sense of accomplishment and has a clearer understanding of community process.

You can do it too!!

Carole L. Eller
President
MECCA Board of Directors

— APPENDIX —

Certificate 31
The By Laws 34
Public Health Code Regulations for Child Day Care Centers and Group Day Care Homes 41
Application for License 50
Fire Marshall's Certificate of Approval 60
Position Description - Director 61
Employee Performance & Merit Review Procedure 62
Budget 65
Registration Information 66
Tuition Schedule 69
Registration Form 70
Tuition Payment Record 73
Attendance Form 74
Activity Schedule 75
Authorization for Emergency Medical Care 76

BEST COPY AVAILABLE

CERTIFICATE OF INCORPORATION
NONSTOCK CORPORATION

61-27 REV. 10-69

For office use only
ACCOUNT NO.
INITIALS

STATE OF CONNECTICUT
SECRETARY OF THE STATE

The undersigned incorporator(s) hereby form(s) a corporation under the Nonstock Corporation Act of the State of Connecticut:

1. The name of the corporation is _____

2. The nature of the activities to be conducted, or the purposes to be promoted or carried out by the corporation, are as follows:

3. The corporation is nonprofit and shall not have or issue shares of stock or pay dividends.

4. The classes, rights, privileges, qualifications, obligations, and the manner of election or appointment of members are as follows: (If the corporation is to have no members, or only members not entitled to vote, so state.)

5. (6.) - Other provisions:

Dated at _____ this _____ day of _____, 19____

I/We hereby declare, under the penalties of false statement, that the statements made in the foregoing certificate are true.

This certificate of incorporation must be signed by one or more incorporators.

NAME OF INCORPORATOR (Print or Type)	NAME OF INCORPORATOR (Print or Type)	NAME OF INCORPORATOR (Print or Type)
1.	2.	3.
SIGNED (Incorporator)	SIGNED (Incorporator)	SIGNED (Incorporator)
1.	2.	3.

FOR OFFICE USE ONLY

FRANCHISE FEE	FILING FEE	CERTIFICATION FEE	TOTAL FEES
$	$	$	$

SIGNED (For Secretary of the State)

CERTIFIED COPY SENT ON (Date)	INITIALS

TO

CARD	LIST	PROOF

(Rev-3/85)

Secretary of the State

ORGANIZATION & FIRST BIENNIAL REPORT

(Domestic Nonstock Corporation)

NOTE: Filing Fee $7.50. Under the provisions of the Connecticut General Statutes, all nonstock corporations are required to file the organization and first biennial report within 30 days of the organization meeting. SUBSEQUENT REPORTS shall be filed biennially on or before the last business day of the month in which occurs the anniversay of the filing of the corporation's certificate of incorporation as shown on the records of the Secretary of the State. All blanks must be completed.

1. Name of Corporation:_____

2. Date of Organization Meeting_____

3. Name of Statutory Agent for Service_____

4. Business Adress of Agent _____

5. Town, State and Zip Code_____

6. Residence Address of Agent if Natural Person_____

7a. OFFICERS : (no post office addresses)

NAME	TITLE	RESIDENCE ADDRESS
	*	*
	*	*
	*	*
	*	*
	*	*
	*	*
	*	*

7b. DIRECTORS: (no post office addresses)

NAME	TITLE	RESIDENCE ADDRESS
	*	*
	*	*
	*	*
	*	*
	*	*
	*	*
	*	*

I HEREBY DECLARE UNDER THE PENALTIES OF FALSE STATEMENT THAT THE STATEMENTS MADE IN THE FOREGOING CERTIFICATE ARE TRUE:

Date_____* by_____*Title_____

Officer's Signature

for official use only

* 3709	* 3410	* credit/date	* Total
*	*	*	*
*	*	*	*

* date:_____
* Rec CC GS Sent to:_____
*_____
*_____
*_____

APPOINTMENT OF STATUTORY AGENT FOR SERVICE
DOMESTIC CORPORATION
61-6 REV. 6-66

For office use only
ACCOUNT NO.
INITIALS

TO: The Secretary of the State of Connecticut

NAME OF CORPORATION

APPOINTMENT

The above corporation appoints as its statutory agent for service, one of the following:

NAME OF NATURAL PERSON WHO IS RESIDENT OF CONNECTICUT	BUSINESS ADDRESS ZIP CODE RESIDENCE ADDRESS ZIP CODE
NAME OF CONNECTICUT CORPORATION	ADDRESS OF PRINCIPAL OFFICE IN CONN *(If none, enter address of appointee's statutory agent for service)*
NAME OF CORPORATION not Organized Under the Laws of Conn.*	ADDRESS OF PRINCIPAL OFFICE IN CONN *(If none, enter "Secretary of the State of Connecticut".)*

*Which has procured a Certificate of Authority to transact business or conduct affairs in this state.

AUTHORIZATION

ORIGINAL APPOINTMENT *(Must be signed by a majority of incorporators.)*	NAME OF INCORPORATOR *(Print or type)*	SIGNED *(Incorporator)*	DATE
	NAME OF INCORPORATOR *(Print or type)*	SIGNED *(Incorporator)*	
	NAME OF INCORPORATOR *(Print or type)*	SIGNED *(Incorporator)*	
SUBSEQUENT APPOINTMENT	NAME OF PRESIDENT, VICE PRESIDENT, OR SEC	SIGNED *(President, or Vice President, or Secretary)*	DATE

ACCEPTANCE

Accepted.	NAME OF STATUTORY AGENT FOR SERVICE *(Print or Type)*	SIGNED *(Statutory Agent for service)*

For office use only

FILING FEE $	CERTIFICATION FEE $	TOTAL FEES $
SIGNED *(For Secretary of the State)*		
CERTIFIED COPY SENT ON *(Date)*	INITIALS	
TO		
CARD	LIST	PROOF

SOMERSET ELEMENTARY CHILD CARE ASSOCIATION

BYLAWS

INDEX

ARTICLE I - NAME

ARTICLE II - LOCATION

ARTICLE III - OBJECTIVES AND PURPOSE

ARTICLE IV - ORGANIZATION

ARTICLE V - OFFICERS

ARTICLE VI - ADMINISTRATION

ARITCLE VII - BOARD OF DIRECTORS

ARTICLE VIII - MEMBERSHIP

ARTICLE IX - COMMITTEES

ARTICLE X - MEETINGS

ARTICLE XI - FISCAL ADMINISTRATION

ARTICLE XII - CONFLICT OF INTEREST

ARTICLE XIII - DISCRIMINATION

ARTICLE XIV - AMENDMENTS

SOMERSET ELEMENTARY CHILD CARE ASSOCIATION

BYLAWS

ARTICLE I - NAME

The name of this Corporation shall be: Somerset Elementary Child Care Association, also known as SECCA.

ARTICLE II - LOCATION

The principle place of business of the Corporation shall be the Town of Somerset, at such specific location as the Board of Directors shall determine from time to time.

ARTICLE III - OBJECTIVES AND PURPOSE

1. To provide a safe and loving environment in which school age children can learn skills, develop positive self-concepts, and learn to get along with others.

2. To provide a program of quality activities and child development for school age children during, before and after school hours. The program will promote a respect for education, self and others.

ARTICLE IV - ORGANIZATION

The Corporation shall be organized without capital stock and shall be operated exclusively for the purpose of school-age child care outside regular school hours. No part of its net earnings or profits shall inure to the benefit of any individual or be used or appropriated for other than the aforementioned objectives and purposes, except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes. It is a non-profit corporation.

ARTICLE V - OFFICERS

The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer.

Nomination and Election: The President, Vice President, Secretary, and Treasurer, shall be elected by the Board of Directors at their first regular meeting, by ballot, and shall hold office for one year or until successors are elected. The Board may elect members of the Board to fill any or all offices, or elect a member who is not a Board member in which case such Officer will become a member of the Board ex-officio with the right to attend and take part in all Board meetings but with no right to vote. The Board may appoint an Assistant Secretary and Assistant Treasurer either from the membership or outside the membership, at such times as the Board may consider advisable to assist the Secretary and Treasurer in their duties.

Term: Officers of the Corporation shall hold office for one year or until successors are elected.

Duties: The President shall be chief executive of the Corporation. He or she, or his/her designate, shall preside at all meetings of the Board and of members of the Corporation. He/she shall see that all orders and resolutions of the Board and of committees of the Board are carried into effect. In general, he/she shall perform all duties incident to the office of President and such other

duties as from time to time the Board may designate. He/she shall be an ex-officio member of all committees except the Nominating Committee. He/she may sign checks, drafts and notes if the Treasurer is absent, disabled, or otherwise unavailable. The President together with the Secretary shall sign all agreements and contracts made by the Corporation upon the approval of the Board of Directors.

Duties: The Vice President shall have such general responsibility as may be assigned to him/her from time to time by the Board or by the President. At the request of the President, or in the event of his/her absence, resignation, removal, disability or death, the Vice President shall carry out all duties of the President. When so acting, he/she shall have all the powers of and be subject to all the restrictions upon the office of President. If the Vice President is unable to serve in this capacity, the Board of Directors shall elect a member of the Board to so act.

Duties: The Secretary shall keep the minutes of all membership, Board meetings, and Committee meetings. He/she shall keep the official list of all members of the Corporation and issue correspondence and reports as directed by the President or the Board. He/she shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned to him/her by the Board or the President.

Duties: The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; he shall keep full and accurate accounts of assets, liabilities, receipts, and disbursements, and other transactions of the Corporation in books belonging to the Corporation, and he/she shall deposit all monies and other valuable effects of the Corporation in the name of and to the credit of the Corporation in such banks or other depositories as may be designated by the Board. He/she shall disburse the funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and to the Directors at the Annual Meetings of the membership, or whenever they may require it, a statement of all his/her transactions as Treasurer and an account of the financial condition of the Corporation. The Treasurer's books shall be audited by a duly recognized accountant prior to each Annual Meeting. The Treasurer shall be responsible for preparing an annual budget. In general, he/she shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him/her by the Board or by the President.

ARTICLE VI - ADMINISTRATION

The Teacher/Director of the daytime care program conducted by the Corporation shall be the Chief Administrator of the Corporation. Under the direction and control of the President, he/she shall have general management supervision over all matters affecting the operation of the program.

ARTICLE VII - BOARD OF DIRECTORS

Personnel: The Board of Directors shall consist of the officers of the Corporation and not less than seven (7) nor more than fourteen (14) members in total number. Such number shall be fixed by resolution of the voting members at the Annual Meeting.

Nomination and Election: Directors shall be elected by the membership at the Annual Meeting, by a simple majority vote.

Representation: Three (3) of said elected Directors shall be parents of children enrolled in the daytime care program conducted by the Corporation. In addition to the Elected Directors, there shall be three (3) ex-officio members of the Board of Directors who shall be entitled to attend all meetings of the Board and to all notice, but who shall have no vote. Said three ex-officio Directors shall include the Principal of Somerset Elementary School or his/her designee, and the Chairperson of the Somerset Board of Education or his/her designee, and the Teacher/Director of the daytime care program conducted by the Corporation. The elected Directors and ex-officio Directors shall appoint such additional Directors, not exceeding five (5) in number, as they deem necessary to carry on the work of the Corporation.

Term: The elected Directors shall serve until the conclusion of the next Annual Meeting or until a successor shall have been duly elected and qualified, or until resignation or death. With the exception of ex-officio Directors, no Director may serve on the Board for more than five years in succession. Following each period of successive service, one year must elapse before a person shall again be eligible to serve on the Board.

Qualifications: With the exception of ex-officio Directors, no person shall be elected or appointed or shall continue to serve as a Director of this Corporation unless that person is an enrolled member of the Corporation's program.

Duties: The Board of Directors shall have full charge of the property and business of the Corporation with full power and authority to manage and conduct the same.

Vacancies: Except as otherwise provided in the Bylaws, in the event any office of any Director, or Officer, or employee appointed by the Board, becomes vacant due to death, resignation or removal, the vacancy may be filled for the unexpired term by the action of the remaining Directors.

ARTICLE VIII - MEMBERSHIP

Any person over 18 years of age shall be eligible for membership. All fee-paying parents and members of the Board of Directors shall be members. The Board of Directors may establish a membership fee.

ARTICLE IX - COMMITTEES

Executive Committee: There shall be an Executive Committee consisting of the President and three (3) other Board members, elected by the Board. The Executive Committee shall, by majority vote of those present, have the power to make necessary operating decisions between Board meetings or perform such other functions as authorized by the Board. All decisions and votes shall be ratified by the full Board at the Board's next meeting to follow.

Nominating Committee: The Nominating Committee shall consist of five (5) members, two of whom shall be Directors and three of whom shall e members other than Directors. The three Nominating Committee members elected by the membership shall be elected by a majority of the members in attendance at the Annual Meeting, to

serve for the following year. The Nominating Committee shall nominate the Directors and in so doing, shall recommend the number of Directors to be elected for the following year. Written notice of the proposed slate of Directors shall be mailed to the members three weeks prior to the Annual Meeting. Nominations for Directors sent in writing to the Secretary by April 1st of each year shall also be presented to the membership.

Finance Committee: The Finance Committee shall consist of the President, Vice President, Secretary, Treasurer, and Teacher/Director employed by the Board, and any other members the Board may appoint. Its duties shall include consulting with the Treasurer concerning the care of the funds, and the preparation and presentation of the budget to the Board for its approval. The Teacher/Director shall have no vote on the Finance Committee.

Other Committees: The Board of Directors shall create such other committees as it deems necessary to carry out the work of the Corporation. All committees shall serve for one year and may be recommended by any Director or member of the Corporation.

ARTICLE X - MEETINGS

1) Board of Director Meetings:
Regular meetings of the Board of Directors shall be held at least bi-monthly at such date, time and place as determined by the President. The President shall give notice of each regular meeting to each Director at least one week prior to the meeting, stating the date, time and place of the meeting. Special meetings of the Board of Directors may be called by the President, or by a majority of the Directors then in office. Written or oral notice of special meetings, stating the time, date and place of the meeting, shall be sent to all Directors at least six days prior to the meeting. The general purpose or purposes for which the special meeting is called shall be stated in the notice thereof.

Waiver, Quorum, Adjournment and Manner of Acting:
The attendance of a Director at any meeting without protest prior to the commencement of the meeting of lack of proper notice, shall be deemed to be a waiver of notice of the meeting by him/her. A majority of the number of Directors in office shall constitute a quorum for the transaction of business. Any meeting of the Board may be adjourned from time to time by a majority vote of the Directors present at the meeting. In the absence of a quorum for any such meeting, a majority of the Directors present may adjourn such meeting to another time and place until a quorum shall be present. Notice of any adjourned meeting need not be given unless the meeting shall have been adjourned for more than three days. The act of a majority of the Directors present at any meeting at which a quorum is present at the time of the act, shall be the act of the Board excepted as may otherwise be specifically provided by statute or by these Bylaws. If all the Directors severallyor collectively consent in writing to any action of the Corporation, such action shall be as valid a Corporate action as though it had been authorized at a meeting of the Board.

2) Membership Meetings:
Annual Meeting of the membership shall be held within one (1) month prior to the close of the school year annually at such place as shall be specified in the notice thereof. The business of each Annual Meeting shall include the election of the Directors by the act of the members, and the transaction of any such business as may properly come before the meeting.

Special Meetings may be held at the call of the President or the Board of Directors, and shall be held on the call of the President or the written request of ten (10) members in good standing, or 30% of the membership in good standing on such date, at such place, at such time and for such purpose as shall be specified in the notice thereof. No business other than that specified in said notice shall be conducted at a special meeting.

Notice of Meetings in writing for each Annual Meeting or Special Meeting shall be delivered to each member at his/her residence or last known address no less than seven (7) nor more than thirty (30) days prior to the meeting. Such notice shall state the place, day and hour of the meeting.

Members, Quorum, Adjournment and Manner of Acting:
Twenty percent (20%) of the voting membership present in person at any meeting of members or at any adjournment thereof shall constitute a quorum for such meeting. A majority of the members present at any meeting may adjourn the meeting from time to time. Any business which could have been transacted at any meeting of the mem ers may be transacted after adjournment therof, and it shall not be necessary to give new notice of the adjourned meeting. Except as otherwise provided by statute or the Certificate of Incorporation of the Corporation, the affirmative vote of any meeting of members duly held, of a majority of those members present to vote, shall be the act of the members.

ARTICLE XI - FISCAL AMDINISTRATION

The Fiscal Year:
The fiscal year shall be from July 1st through June 30th, or for whatever period the Board of Directors may designate.

The Budget
The budget for each coming year shall be presented to the Board of Directors by the Treasurer for approval. The budget shall provide for the proper functioning of the Corporation and the implementation of its programs.

Distribution of Assets Upon Dissolution
Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educations, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of tne Internal Revenue Code of 1954, or tne corresponding provision of any future United States Revenue Law. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction located within the county in which the principle office of the Corporation is then located, exclusively for such purposes, or tc such organization(s) as such court shall determine are organized and operated exclusively for such purposes.

ARTICLE XII - CONFLICT OF INTEREST

The Board of Directors shall vote and rule to determine whether there is a conflict of interest on the part of the program's Teacher/Director, or any member or members of the Board. Under conflict of interest conditions, the respective Board member will not be eligible to vote on the specific matter in question.

ARTICLE XIII - DISCRIMINATION

No person shall be discriminated against on account of race, sex, color physical handicap, religion, or national or ethnic origin in regard to membership in the Corporation or enrollment in any of its Programs.

ARTICLE XIV - AMENDMENTS

These Bylaws may be amended or repealed or new Bylaws may be adopted at any regular or special meeting of the Corporation by resolution adopted by the affirmative vote of a majority of the members present and voting, provided that the proposed action in respect thereof is stated at least in general terms ir tne notice of such meeting.

CONNECTICUT STATE DEPARTMENT OF HEALTH

PUBLIC HEALTH CODE REGULATIONS
for
CHILD DAY CARE CENTERS
and
GROUP DAY CARE HOMES

Sec. 19-13-D15. LICENSURE OF CHILD DAY CARE CENTERS AND GROUP DAY CARE HOMES.

(a) Any person, group of persons, association, organization, corporation, institution or agency, public or private, may apply for a license to maintain a child day care center or group day care home to the commissioner of health on forms provided by the commissioner. Each applicant shall meet the requirements for either license as contained in Sections 19-43b through 19-431 of the General Statutes, as amended, and the regulations promulgated thereunder.

(b) A temporary license for either a child day care center or group day care home may be issued by the commissioner of health for a term of six months, and renewable for another six months if, in the commissioner's judgement, the requirements for a license may be met within a reasonable time, the health and safety of the children will not be endangered and the requirements governing the issuance of a temporary license, as contained in Section 19-13-D19b, have been met.

(c) "Operator" means a person, group of persons, association, organization, corporation, institution or agency, public or private, to whom a license is issued. No person under 18 years of age shall be issued a license to operate a child day care center or group day care home.

(d) The operator shall display in a prominent place in the facility the license to operate issued by the commissioner of health.

(e) Any license, including a temporary license, is limited to the operator, the facility and its location specified on the application, and the services to be rendered as indicated on the application.

(f) Any operator shall notify the commissioner of health and the parent(s) or guardian of each child enrolled thirty days prior to the effective date of either (1) prospective change of location of facility or (2) a change in services. Thereupon, the commissioner shall determine whether the prospective change will conform to the regulations and if so, issue an amended license, if necessary.

(g) Ninety days prior to the expiration of the term for which a license has been issued, each operator who desires to renew the license shall make application to the commissioner of health for said renewal.

(h) It shall be the sole responsibility of the operator to insure that all application forms and all required supporting materials are submitted to the commissioner or health.

(i) The commissioner of health shall make or cause to be made at any time inspections or investigations of a licensed child day care center or group day care home including records required by the commissioner of health.

Sec. 19-13-D16. ADMINISTRATION, STAFF SERVICES, MANAGEMENT.

(a) The operator of a child day care center or group day care home shall develop and maintain a written statement of the purpose and objectives of the program and the personnel and operating policies of said operator which shall be available to all members of the staff and the consumers of the services offered.

(b) STAFF

(1) The operator shall maintain a staff adequate for the number, ages and needs of the children to be accommodated. Such staff shall be suitably trained or experienced in growth and development of young children. At all times, there shall be a second person on the premises of the center or group day care home available to work with the children as needed.

(2) Program Staff Qualifications. The following qualifications are minimal and not to be construed to limit efforts to raise standards of staff preparation. Any person who has served as a program director, head teacher or assistant teacher for twenty years or more shall be considered as meeting the preparation requirements. All staff of centers or group day care homes shall have the ability to relate to the parents and communities in which the children live and shall show evidence of active pursuit of further preparation.

(A) Minimum staff requirements for a child day care center.

1. The director-teacher or head teacher shall have the personal qualities needed to work with children, especially young children, and to supervise others. Preparation shall consist of a high school diploma or equivalency certificate and at least one year of supervised experience in an acceptable program working with young children.

2. A program assistant shall have the personal qualities to work with young children and accept supervision. Preparation for such position shall consist of at least a high school diploma or its equivalent.

3. A program aide shall have the personal qualities to work with young children and to work under supervision.

(B) Minimum staff requirements for a group day care home.

1. The operator of a group day care home shall have the personal qualities needed to work with children, and to relate to other adults. Preparation shall consist of a high school diploma or equivalency certificate and at least one year of experience in an acceptable program working with young children.

2. All other persons working in a group day care home shall have the personal qualities to work with children, and to relate to other adults.

(3) Plan for Staff Development. The operator of a child day care center or group day care home shall develop and maintain a written plan for staff development to increase skills and competence through experience or training under supervision. The operator shall demonstrate to the satisfaction of the commissioner of health the implementation of such plan.

(4) Consultation.

(A) The operator of a child day care center shall provide the following consultation services.

1. Centers without a director-teacher qualified in child development or early childhood education shall present evidence of qualified educational consultation.

2. A licensed physician, selected by the child day care center operator or a hospital emergency service by pre-arrangement, shall be available in case of emergency.

3. A licensed physician or a public health nurse shall be on call for advice on problems relating to the health of the children and the health program.

4. A licensed dentist shall be available, when indicated, for advice relating to a dental health educational program for the center.

5. A nutritionist shall be available, when indicated, to the director and staff for advice on nutrition and food service.

6. The operator of a center without a qualified social worker on the staff shall arrange for qualified social service consultation as appropriate.

(B) The operator of a group day care home shall present a written plan for qualified consultation in the above areas as appropriate.

(c) MANAGEMENT.

(1) Records. The operator of a child day care center or group day care home shall be responsible for maintaining records which shall be kept current and be available on the premises of the center or group day care home.

(A) A complete health record of each child shall be maintained in the center or group day care home which shall include the certification of admission, physical and dental examinations, immunization dates, and other appropriate information.

(B) The record shall also show the residence, business address and telephone number of the parent(s) or guardian, and the telephone number of another responsible person; it shall also show the child's physician and hospital of choice to call in case of emergency. These phone numbers to be used in case of emergency shall be readily available and shall accompany the children on trips away from the premises.

(2) Daily attendance records shall be kept by the operator of the group day care home or center.

(3) Specific permission from the parent or guardian authorizing emergency care for the child shall be obtained in writing and kept on file at the group day care home or center.

(4) Prior written authorization from the parent or guardian shall be obtained by the operator permitting another person to remove the child from the center or group day care home.

(5) Written authorization from the parent or guardian shall be obtained for any activity away from the premises, with specific advance notification to the parent or guardian for trips where transportation is involved.

(6) The operator of a child day care center or group day care home shall develop a written plan for handling emergencies to be maintained on the premises and to include provision of transportation, if necessary, alternate staff coverage, and notification of parents and others.

19-13-D17. FACILITY REQUIREMENTS.

(a) The operator of a child day care center or group day care home shall comply with local zoning and building regulations and shall obtain a certificate of approval from the local fire marshal.

(b) SAFETY. It shall be the responsibility of the operator to insure that facilities to be used as a child day care center or group day care home are suitable for this purpose and are maintained in a good state of repair and free from accident hazards. There shall be a telephone in working order at the center or group day care home.

(c) SPACE.

(1) Indoor space.

(A) The operator of a child day care center or group day care home shall provide a minimum of thirty square feet per child of indoor usable space, free of furniture, except that needed for the children's purposes, exclusive of toilet rooms bathrooms, coatrooms, halls, kitchen, isolation room and any other rooms which are used for other than activities of the children. Within the allowance of thirty square feet per child of indoor usable space, a group day care home may contain furniture for use by other individuals as well as the children. There must always be adequate open program space available which allows for freedom of movement by the children.

(B) All rooms used by the children shall be clean, adequately heated, lighted and ventilated. Floors shall be free from dampness and any accumulation of water.

(C) A suitably equipped space shall be provided for the isolation of any child suspected of having any communicable disease, pending examination by a physician or removal of the child to his home or both.

(2) Outdoor Space. There shall be access to a minimum of seventy-five square feet per child in outdoor play yard so located and protected for safety as to avoid the possibility of receiving bodily injury from accident hazards.

(d) PLUMBING, WATER AND TOILET SYSTEMS. The operator of the center or group day care home shall meet the minimum requirements of Section 19-13-B45 and provisions of any related local code.

(1) Wherever water is obtained from other than an approved public water supply, it shall be of a safe and sanitary quality approved by the commissioner of health.

(2) Toilet and washing facilities. For children between the ages of two and seven years of age, inclusive, there shall be at least one toilet and one washbowl with hot and cold water for every fifteen children, or fraction thereof. For children over seven years of age there shall be at least one toilet and one washbowl for every twenty-five children, or fraction thereof. Toilets shall be readily accessible to the children and washbowls shall be readily accessible to the toilet rooms. Soap and individual towels shall be provided.

(3) Drinking facilities. Sanitary drinking fountains or individual drinking cups shall be provided as prescribed in Section 19-13-B35.

(e) SWIMMING AND BATHING FACILITEIS. Swimming and bathing facilities, if provided, shall comply with the provisions of Sections 19-13-B33, 19-13-B34 and 19-13-B36.

(f) EQUIPMENT. All equipment shall be of such character and materials as to be readily cleaned.

(1) Equipment shall not be colored or covered by any material which is poisonous. All solid constituents of paint for equipment and toys and pigment coloring in paints, pencils, crayons and inks, to be used by the children in the child day care center or group day care home, shall be non-hazardous.

(2) Adequate equipment for rest and food service shall be provided. An individual cot shall be provided for pre-school and kindergarten children wherever they remain five hours or longer. In a group day care home, an individual mat of a type approved by the commissioner of health may be substituted for the indivdual cot.

(3) A fully equipped first-aid kit shall be available at all times.

(g) COMMUNICABLE DISEASE.

(1) Health Certificate. Each child admitted to a center or group day care home shall be examined and have a health certificate of admission and an annual update signed by a licensed physician or his authorized physician assistant or nurse practitioner. Such certificate shall show that the child has been successfully immunized against diphtheria, pertussis, tetanus, polio, measles and rubella.

(2) Isolation and Removal. Any child showing suspicious signs of communicable disease shall be returned home or placed in the isolation area and the parent or guardian called immediately.

(h) Staff members shall be knowledgeable about symptoms of childhood illness and be responsible for initial observation of each child upon his daily arrival and continued observation throughout the day for signs of illness.

(i) Responsibility for First Aid. At least one staff member of the center or group day care home who has been trained in a first aid course approved by the commissioner of health shall be present at all times in the center or group day care home.

(j) Staff Health Certificate. Each staff member shall furnish a pre-employment certificate of good health, physical and emotional, including a negative tuberculin test or normal chest x-ray. Thereafter, a certificate of good health shall be required annually and a tuberculin test or chest x-ray at least every three years. The staff shall be free of disease or disability that would have a harmful effect on the children.

Sec. 19-13-D19a. SPECIAL REQUIREMENTS.

(a) INFANTS AND TODDLERS. The operator of a program caring for children under three years of age shall comply with general standards prescribed for all day care centers or group day care homes and the following additional requirements:

(1) Infants under four weeks of age shall not be admitted to a center or group day care home.

(2) Infants and toddlers shall not be cared for in groups of more than eight. If space permits, there may be more than one such group in a room or program.

(3) The special equipment and supplies necessary for the care of infants and toddlers shall be available.

Sec. 19-13-D18. PROGRAM.

(a) EDUCATIONAL PROGRAM. The operator of a center or group day care home shall develop and implement a written plan for a daily program which shall provide specific experiences which promote learning and healthy adjustment, such as appropriate physical activity, problem solving experiences, creative activities, language learning experiences and opportunities to develop self reliance. As much opportunity as possible for individual development of the children should be allowed.

(b) HEALTH PROGRAM.

(1) Food Service and Nutrition.

(A) Food Service. Meals shall be prepared in a kitchen, and if not on the premises, shall be prepared and transported under the minimum requiremetns of Section 19-13-B49. The kitchen shall not be used as a play room, but may be used for a special program activity room under proper supervision. It shall be separated by a door or gate from the rooms used by the children in the center or group day care home to prevent them from entering the kitchen except under supervision. Children shall not be left unsupervised during meal preparation. A kitchen which is used for the preparation and serving of food to chidlren shall be clean, well lighted and ventilated, protected by window screening, and provided with hot and cold running water and refrigeration. Child day care centers shall meet the requirements of Section 19-13-B42. The

group day care homes shall meet the requirements of Section 19-13-B42 with the following substitutions:

1) Separate handwashing facilities shall be located convenient to the room where food is prepared.

2) All multi-use eating and drinking utensils shall be thoroughly washed and rinsed and sanitized after each use by a method approved by the commissioner of health.

(B) Nutrition. A nutritionally adequate meal shall be provided wherever children remain for five hours or more. A snack shall be provided for those children staying less than five hours; for those staying eight hours or more, one meal plus two snacks or two meals plus one snack shall be provided. Menus shall be prepared at least one week in advance, dated, posted where the parent or guardian can see them, and a copy kept on file for three months.

(4) Special safety precautions needed for infants and toddlers shall be observed.

(5) There shall be at least one child care person for each four children under three years of age. The person responsible for the care of infants shall have the personal qualities needed to work with infants, have an understanding of the methods of nurturing which promote maximum growth and development of personality and the ability to relate to parents.

(6) Where a center does not have a staff nurse, a consultant nurse shall visit weekly. There shall be evidence of frequent consultation with the advisory physician.

(7) All persons who work with infants and toddlers shall, annually, present either a negative skin test for tuberculosis or chest x-ray evidence of no active tuberculosis.

(8) Each infant shall be removed from his crib and held or placed in a chair for all feedings. Each infant and toddler shall be removed from his crib or play pen at other intervals during the day for individual cuddlings and for verbal communication and shall be allowed to crawl or toddle as age and development permit.

(b) SCHOOL AGE CHILDREN. The operator of a day care program for children of school age shall comply with the general standards prescribed for all child day care centers or group day care homes except for specific requirements which follow:

(1) The day care program shall provide adequate opportunities for creative, recreational and restful activities as appropriate to meet the needs of the individual school-age child. It shall provide experiences supplementary to the child's mandated school day, and the person in charge at each location may be called a "group leader."

(2) Preparation of the person in charge at each location shall consist of training or experience in the developmental needs of children, ages six to twelve, or in elementary education with additional experience in out-of-school programs.

(3) The operator of a day care center or group day care home shall obtain consultation from agencies serving school-age children, as appropriate.

(4) When a program for school-age children is located in a public or private school facility currently used as a school, the local health and safety regulations pertaining to school facilities shall apply.

(5) Information from the health records of school-age children may be obtained, with approval of parent or guardian, from school authorities and kept on file at the day care center or group day care home.

(c) HANDICAPPED AND ATYPICAL CHILDREN. Centers or group day care homes serving these children shall seek consultation from the appropriate state agency. Upon request of such stage agency, modifications of these regulations may be considered by the commissioner of health.

Sec. 19-13-D19b. CONDITIONS FOR TEMPORARY LICENSE FOR CHILD DAY CARE CENTERS AND GROUP DAY CARE HOMES.

(a) The operator shall comply with local zoning and building regulations and shall obtain certificate of approval from the local fire marshal.

(b) All rooms used by the children shall be clean, sanitary and in good condition, and shall be free from accident hazards. A telephone in working order shall be available on the premises.

(c) Wherever water is obtained from other than an approved public water supply, it shall be of safe and sanitary quality approved by the commissioner of health.

(d) Adequate toilet and washbowl facilities with hot and cold running water, approved by the commissioner of health, shall be readily accessible.

(e) If meals are served, hot and cold running water, other than in the toileting area, and adequate refrigeration shall be available. The plan for sanitary handling of cooking and eating utensils shall be approved by the commissioner of health.

(f) The operator shall provide a safe and adequate outdoor play area, approved by the commissioner of health.

(g) There shall be at least a second person available on the premises at all times to care for the children.

(h) At least one person shall meet the minimum requirements for a director-teacher or head teacher for a center as specified in Section 19-13-D16 (b)(2)(A); for a group day care home operator as specified in Section 19-13-D16 (b)(2)(B); or a group leader of a program for children of school age as specified in Section 19-13-D19a(b)(2).

(i) A pre-employment certificate of good health, including a report of a negative tuberculin test or normal chest x-ray for each child-caring adult, shall be on file at the center or group day care home.

(j) The operator shall develop a written plan, to be maintained on the premises of the center or group day care home, for handling an emergency, illness or accident, including designation of a licensed physician or hospital emergency service to be available.

(k) The operator shall develop a written plan, to be approved by the commissioner of health, which includes the educational program objectives and their proposed implementation for bringing the center or group day care home into full compliance with the licensing regulations as specified in Section 19-13-D15 through Section 19-13-D19, within the six-month temporary licensure period.

CONNECTICUT STATE DEPARTMENT OF HEALTH SERVICES

Application for License
Child Day Care Center

Complete three copies, answering all items as they apply to your center. Keep one copy on file at your center. Return two copies to your Day Care Program Specialist at the Regional Worksite of the State Department of Health Services.

1. Name of Center:

   Location Address:

   Number and Street/Road Town/City Zip

   Telephone at Center:

   Mailing address (if different; i.e. RFD or P.O. Box, etc.):

   Directions for reaching center from Hartford:

2. Operator(s):
   (Person or group legally responsible for operation of center)

   Address: Telephone:

3. Director(s):

   Address: Telephone:

4. Type of Operation:

   a. Voluntary non-profit agency

   _____Church
   _____Parent Cooperative
   _____School or University
   _____C.A.P. Agency
   _____Other agency (specify)

   b. Government agency

   _____Local
   _____State
   _____Federal

   c. Proprietary

   _____Single owner
   _____Other (specify)

5. Type of building in which center is located: Residence_____School_____
   Church_____, building used only for day care_____Other_____

   Has the facility been inspected and approved by local building officials for compliance with State Basic Unified Building Code? Yes_____No_____
   (Verification must be supplied.)

6. Does the center comply with local zoning regulations? Yes_____No_____
   (Verification of zoning approval must be supplied.)

7. Date of annual fire marshal's certificate of approval_____
(Signed copy of current certificate must be posted at center.)

8. Attach a copy of statement of purpose and personnel and operating policies of your center. (PHC Section 19-13-D16(a))

a. Sources of financial support:

Tuition_____Other (specify)_____

Tax money: Local_____
State-DCA_____OMR_____Other_____
Federal-OCD_____Other_____

b. Enrollment: Maximum present at one time:_____
Total enrolled:_____
Age range of children you will accept*:_____
Will required daily attendance records be kept?_____

c. Operation of center: Indicate hourly schedule (e.g., 9 - 11:30) each day and number of groups (e.g., Mon. 3, Tues. 1, etc.) present at each session:

A.M. Hours_____Mon___Tues___Wed___Thurs___Fri____
P.M. Hours_____Mon___Tues___Wed___Thurs___Fri____

Months center operates (e.g., Sept. - June, etc.):

9. Staff in charge of children (paid or volunteer)**:

a.

Name and Position	Date Employed	Education, special training, and work experience(specify)	State days and hours of day at center
1. Head Teacher: (Supply evidence of required year's supervised experience.)			
2.			
3.			

Other staff at center and their responsibilities**:

1.

2.

*If children under 3 are served, completed Supplemental Information form must be attached.
**Additional pages may be attached if necessary.

b. Describe your plan for the use of an early childhood education consultant, including name, credentials, and approximate time and duties with center**:

c. Attach written plan for staff development to increase skills and competence through experience and training.

10. a. Outline program objectives**:

b. Describe program activities (related to objectives)**:

11. Health Program:

a. Is pre-employment certificate of good health on file for each staff member, including negative tuberculin test or normal chest x-ray?

Yes_____No_____

(Certificates of good health are required annually; tuberculin test at pre-employment only.)

b. Is a current certificate of admission signed by a physician which includes verification of good health status and required immunizations on file for each child attending your center? Yes____No_____
Is a developmental record maintained and on file for each child attending your center? Yes_____No_____

c. Will records showing parent or other responsible person to be called in case of emergency plus written permission from parent or guardian if any other person is to call for the child kept on file at the center? Yes_____No_____

d. Will written authorization from parent or guardian be obtained for taking child away from the premises for any program activity with advance notice being given the parent or guardian where transportation is involved? Yes_____No_____

e. Will specific written permission be obtained from parent/guardian authorizing emergency care for the child and kept on file at center? Yes_____No_____

f. Attach copy of written plan for handling emergencies including; 1) physician on call or hospital emergency service available and their stated policies regarding emergency treatment; 2) alternate staff coverage; 3) transportation plan, if indicated; 4) plan for notification of parent.

**Additional pages may be attached if necessary.

g. Is there an area available for isolation of a sick child?_____
Describe plan for care of sick child at center.

h. Names of staff persons responsible for first aid at center:
Indicate date and place of first aid training for each.
(At least one trained person must be available at all times.)

1.
2.
3.

i. Describe plan for required health consultation from qualified personnel, i.e., physician, public health nurse, community health agency, other. Is there a written contract for this service?_____
(The required plan for nursing service if children under three are served must be described in supplemental infant/toddler form.)

j. Describe other consultant arrangements, as appropriate, e.g., dental, social service, nutrition, child development, etc.

12. Food Services:

a. Meals provided: Breakfast_____Midday_____Evening_____

Snacks provided: A.M._____P.M._____

b. Who plans the food service?

Where is food prepared?

Will menus be prominently posted a week in advance, dated, and kept on file for 3 months at the center?

Attach 2 copies of samples of 4 weeks of menus including all snacks and meals served.
Do children bring bag lunches?_____If so, what guidelines do you use to insure that these bag lunches are nutritious?

c. Eating and drinking utensils: Disposable_____Other_____
Dishwashing facilites: Machine_____Hand_____
Refrigerator: Yes_____No_____Dry food storage: Yes___No_____
(Specific plans and required equipment for food service for children under three must be described on Supplemental Information Form.)

13. Sanitation:

a. Water supply: Public_____Private_____If private, indicate plan for periodic testing.
Arrangements for drinking water: Fountain_____Other_____
Is hot water available? Yes_____No_____

b. Sewage disposal: Public_____Private septic tank_____
Other_____

c. Number of toilets: Number of washbowls:
Location with respect to program area:

14. Describe plans for parent contacts and/or involvement with the center program.*

15. Do you provide transportation?_____Bus?_____Car?_____

If so, describe plan for safe supervision of children, including approval of vehicle by Dept. of Vehicles or Public Utilities Commission.

16. Floor plan and description of indoor premises:

Total square feet of usable program floor space_____No. of rooms_____

Sketch floor plan for each room used by the day care center. Show dimensions in feet; indicate functions of each room. Indicate entrances, exits, doors, windows, corridors, storage areas, bathroom facilities, kitchen, office or conference area (if available) and isolation area. (Scale drawing not required). Please be accurate about available program area, exclusive of permanent installations, adult desks and furniture, storage areas.*

*Additional pages may be attached if necessary.

17. Sketch and description of outdoor premises:

No. of square feet of usable outdoor play space.

Type of surface of play area:

Plan for safeguarding play area:

Draw sketch showing dimensions in feet, location of outdoor to indoor premises, driveways and highways or roads. Indicate location of steps, pools, cesspools, wells, brooks, major play equipment and buildings in immediate area and use of these buildings.

18. Has the operator, staff person or any person in a position connected with the provision of care to a child receiving child care services been convicted of a crime?

( ) No

( ) Yes

If so, please explain including the following information: name, nature of crime and conviction, when and where it occurred.

NOTE: The licensing authority (State Department of Health Services) must be notified of any change in plan of operation involving facility, staff children served at any one time from that indicated on this application. Additional approval is required for continued licensure if there are changes in the conditions on which any earlier licensure is granted. The official license to operate a child day care center must be posted on the premises of the center in a conspicuous manner.

The facts as stated in completion of this application are true.

_____

Signature of operator or signatore in behalf of operating entity.

_____

Date

CONNECTICUT STATE DEPARTMENT OF HEALTH SERVICES

DAY CARE LICENSING PROGRAM

REQUIRED EXPERIENCE FORM

Required experience of director-teacher or head teacher and statement of quality of performance by supervisor as specified in Public Health Code Section 19-13D16a(b)(1)(A). "The teacher-director or head teacher shall have the personal qualities needed to work with young children, and to supervise others. Preparation shall consist of a high school diploma or equivalency certificate and at least one year of supervised experience in an acceptable program working with young children. This person shall present a statement of quality of performance from the supervisor of the required experience, and shall show evidence of active pursuit of further preparation."

Name and Address of Individual Whose Experience is to be Evaluated:

Position Applied for:

Name, address and telephone number of Program applying to:

_____

_____

Type of Program in Which Experience was Obtained:

Full day (more than 5 hrs.)_____

Part day (less than 5 hrs.)_____

Daily hours_____to_____

Days Open Per Week (circle) M T W TH F

Description of Program:

Number of children enrolled_____

Age range of children enrolled_____

Purpose:

Length of "Supervised Experience"

Months Worked: From_____ to_____
mth/yr mth/yr

Days and Hours

Mon_____ Tue_____ Wed_____ Thur_____ Fri_____
(hrs) (hrs) (hrs) (hrs) (hrs)

Role and responsibilities of the individual in the "Supervised Experience".

*Statement of quality of performance from the supervisor of the required experience:

Signed:

Name

Address

Date

*See attached suggested guide to be used in making evaluation of quality of performance.

Suggested guide for information in statement of quality of performance to be supplied by supervisor of required experience:

1. How does this individual relate to children? Does he/she enjoy actually working with them and perceive their individual needs?

2. Is there understanding of the developmental levels of young children? Describe this individual's ways of communicating and presenting program activities and materials to children?

3. Is this individual aware of all children in groups she handles and is she capable of dealing with difficulties? How? (Be specific)

4. What responsibility has this individual carried for planning the daily, monthly or yearly program for children? Note evidences of imagination and creativity in developing program plans and implementing them. Describe experience in financial planning or other administrative matters.

5. Describe experience this individual has had in working with parents either individually or with groups of parents.

6. Describe any other evidence of quality of this individual's experience in working with children in an acceptable program.

7. Indicate any restrictions (health factors, etc.) which relate to this individual's performance on the job.

FIRE MARSHAL'S CERTIFICATE OF APPROVAL OF CHILD DAY CARE CENTER

Check One ☐ (According to Article XI of Fire Safety Code of the State of Connecticut)
☐ (According to Chapter 9 of Fire Safety Code of the State of Connecticut dated July 5, 1977)

This will certify that on _____ 19___ an inspection was made of

_____ Child Day Care Center located at

_____ operated by _____

on premises owned by _____ and that it was found to be

in full compliance with the applicable Fire Safety Code of the State of Connecticut.

Signed _____
Local Fire Marshal

City or Town _____

Date _____

1 - Copy for Child Day Care Center Operator
1 - Copy for Local Fire Marshal
1 - Copy for Local Director of Health
2 - Copies for State Fire Marshal

SP-154-C Rev. 3-78

Director of School Age Child Care Program

Position Description: Direct and instruct in the Somerset Elementary Child Care Association, providing a warm and loving environment in which school age children can develop self confidence, a respect for self, others and education while developing their creative abilities, outside of regular school hours.

Length of Appointment: School year including holidays and some vacation days. Approximately 20 hours per week. Extended hours during school vacations, holidays and 1/2 days. Potential of full-time employment.

Responsible to: The president of the Board of Directors of SECCA.

Duties:
1. Plan daily program for children including preparation of lesson plans.
2. Work with children on activities on a daily basis.
3. Supervise staff including conducting staff meetings.
4. Interface school principal & staff to assure smooth program operation and adherence to school policies.
5. Obtain materials for program.
6. Operate within budget.
7. Insure that program meets all licensing and contract requirements.
8. Assist in fee collection.
9. Work with parents to assure good SECCA - home communications.
10. Meet with SECCA Board.
11. Maintain records as required and prepare requested reports.

Requirements:
1. B.A. or B.S. in Early Childhood Education, Recreation or Elementary Education and two years experience in working with children.
2. One year experience in supervising adults.
3. Connecticut drivers license.
4. Ability to obtain state health certification.

Salary: $7.00 - $8.00 per hour depending on experience

Benefits: Workman's Compensation provided
1/2 Fee for eligible children
1 Sick day per month

Dates of Employment: August 15, 1985 - June 30, 1986

To Apply: Send resume to SECCA
Box 224
Somerset, CT

Closing Date: July 6, 1985

SECCA is an equal opportunity employer and will not discriminate based on Age, Sex, Color, National Origin, etc.

SECCA

EMPLOYEE PERFORMANCE & MERIT REVIEW PROCEDURE

DIRECTOR:

1. Personnel Committee gives the Director an Employee Evaluation and Performance Review Form to complete and return to Personnel Committee.

2. Personnel Committee reviews Employee Evaluation and Performance Review Form and obtains pertinent data from parents, school administration, and Board of Directors. Personnel Committee then prepares a formal Merit Review Form.

3. Personnel Committee and Director meet to discuss merit review and finalize the Merit Review Form which is to include employee's comments and signature.

4. Completed Merit Review Form is presented by Personnel Committee to the Board of Directors for review and comments.

5. Merit Review Form is then retained in employee's personnel file for reference in determining merit salary increase.

AIDE:

1. Personnel Committee gives the Director an Employee Evaluation and Performance Review Form for the Aide. Aide completes the Form and returns it to the Director.

2. Personnel Committee and Director review the Employee Evaluation and Performance Review Form, and obtain pertinent data from the parents, school administration, and Board of Directors. The Personnel Committee and Director then prepare a formal Merit Review Form.

3. The Director and the Aide meet to discuss the merit review and finalize the Merit Review Form which is to include employee's (Aide) comments and signature. Personnel Committee may participate in this meeting, if requested by the Director, the Aide, or at the discretion of the Personnel Committee.

4. Finalized Merit Review Form is presented to the Personnel Committee by the Director. Personnel Committee then presents Merit Review Form to the Board of Directors for review and comment.

5. Merit Review Form is retained in employee's (Aide) personnel file for reference in determining the employee's merit salary increase.

SECCA EMPLOYEE PERFORMANCE APPRAISAL FORM

NAME: _____ FOR YEAR: _____

TITLE: _____ TIME IN PRESENT POSITION: _____

PART I
(TO BE COMPLETED BY EMPLOYEE)

	ALWAYS	OCCASIONALLY	MOST OF THE TIME	NEVER	COMMENTS
1. Have I imparted a positive feeling to others by arriving at school each day with an enthusiastic and cheerful attitude?					
2. Have I always greeted the children in a friendly and pleasant manner?					
3. Have I accepted suggestions and constructive criticisms from other staff members gracefully?					
4. Have I always remained flexible in my relationships with other adults?					
5. Have I always remained flexible in my relationships with the children?					
6. Have I been able to retain my composure in tense situations?					
7. Have I attempted to improve my skills in recognizing the needs of children on an individual basis?					
8. Have I been aware of the sensitivities of the children?					
9. Have I been tactful with the children?					
10. Have I helped each child to develop friendships?					
11. Have I helped each child to recognize his role as a member of a larger group?					
12. Have I been realistic in the demands I have made of the children?					
13. Have I made a conscientious effort to expand my knowledge of good early childhood teaching techniques?					
14. Have I coordinated long-term and short-term goals for the overall improvement of the programs?					
15. Have I developed warm relationships with the parents?					
16. Have I made a conscientious effort to remind myself of the developmental stage of each child?					
17. Have I fostered independence in the children?					
18. Have I maintained a child-oriented environment?					
19. Have I been conscientious in my attendance in my use of sick leave?					
20. Have I always maintained professional attitudes in my demeanor and my personal relationships while on the job?					
21. Have I assumed my share of joint responsibilities?					
22. Have I displayed a willingness to participate in pertinent school activities outside my regular hours?					
23. Employee Comments - (Overall self-evaluation of past year's job performance including summarizing principal strengths and weaknesses and make reference to specific job results and goals.)					

_____ _____
Employee Signature Date

BEST COPY AVAILABLE

II. VERBAL PERFORMANCE RATING: ☐ OUTSTANDING ☐ EXCELLENT ☐ GOOD
☐ SATISFACTORY ☐ UNSATISFACTORY

COMMENTS: (comments should summarize principal strengths and make specific reference to job results whenever possible)

Supervisor's Signature/Date

Personnel Committee/Date

INTERVIEW WITH EMPLOYEE

1. EMPLOYEE RESPONSE: (The supervisor should write in this space a summary of the principal points of the employee's response to the appraisal)

2. RECOMMENDED DEVELOPMENT STEPS: (These recommendations should be the supervisor's suggestions for specific steps the employee should take to acquire additional skills as the basis for possible advancement)

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed and had the opportunity to discuss the contents of this appraisal with my supervisor. My signature indicates that I have been advised of my performance status and does not signify my agreement or disagreement with the judgements made by my sueprvisor.

Employee Signature

Date

III. Submitted to Board of Director's _____
Date

Comments:

DEFINITIONS OF PERFORMANCE LEVELS

OUTSTANDING	Reserved for those few employees whose achievements are substantially in excess of planned objective/job requirements. Consistently performs all aspects of the position in a manner that is clearly outstanding.
EXCELLENT	Objectives/job requirements surpassed in all areas. Requires minimal direction. Assumes added responsibilities. Quality of results is consistently excellent.
GOOD	All objectives/job requirements achieved surpassed in some areas. Requires occasional direction. Competent in all areas of the job.
SATISFACTORY	Completes majority of objectives/job requirements on time; quality of work is usually acceptable. Requires substantial direction. May be developing in position.

BEST COPY AVAILABLE

SOMERSET ELEMENTARY CHILD CARE ASSOCIATION (S.E.C.C.A.)

Budget: 1985/1986 (Program for 25 children)

	(A) FULL YEAR (12 months)		(B) SCHOOL YEAR (including vacations & holidays)		(C) SCHOOL YEAR (180 days)	
INCOME:*						
Registration fees	$ 400		$ 400		$ 400	
Full-time participation	40,260		29,000		23,940	
Drop-in part-time	6,097		4,970		4,464	
Total Income		$46,757		$34,370		$28,804
EXPENSES:						
Director's Salary	$14,000		$ 9,800		$ 8,500	
Workman's Compensation	190		190		190	
Health Insurance	600		600		600	
Aide's Salaries	16,620		10,740		8,100	
Social Security	3,369		2,260		1,826	
Substitute Staff	525		525		525	
Insurance	650		650		650	
Supplies & Consumables	3,500		3,500		3,500	
Transportation/field	500		500		500	
trips	600		600		600	
Fees for field trips	2,000		2,000		2,000	
Equipment	550		550		550	
Telephone	200		200		200	
Licenses and fees	1,704		528		---	
Janitor Fees	1,255		1,010		900	
Token fee for room	494		717		163	
Misc. Expense						
Total Expenses		$46,757		$34,370		$28,804

REGISTRATION INFORMATION FOR PARENTS

STATEMENT OF PURPOSE - To provide quality activities and child development program for children during the before and after school hours.

ADMISSION - Admission to SECCA is open to all children who are residents of Somerset and are enrolled in grades K through 6. We do not discriminate based on age, sex, race, color, handicap, or religion.

Your child may attend, 2, 3, 4, or 5 days a week or you may register for drop-in attendance. Children attending full-time (4 or 5 days) will have preference over part time (2 or 3 days), and part time will have preference over drop-in. Children with siblings attending the program will have preference. We are limited in the number of children we can serve so within these guidelines, admission will be on a first come, first served basis.

HOURS OF OPERATION - SECCA will be open from 7 a.m. til 6 p.m. You may sign up for full time attendance (before and after school) or for before or after school only.

opt 1 CALENDAR - We will be open 52 weeks a year including school holidays and during the summer. On early closing days, we will be open until 6 p.m. as usual. On school holidays we will be open all day from 7 a.m. to 6 p.m. However, a sign up sheet will be available before each of these holidays for those who plan to attend. We feel we must have at least x children signed upto warrent being open. The registration materials included here are only for the Winter session (during the school year). A separate registration form will be required for the Summer session.

opt 2 CALENDAR - We plan to open all days during the regular school year. On early closing days, we will be open until 6 p.m. as usual. On school holidays we will be open all day from 7 a.m. to 6 p.m. However, a sign up sheet will be available before each of these holidays for those who plan to attend. We feel we must have at least x children signed up to warrent being open.

opt 3 CALENDAR - We are open when Somerset Elementary School is open. On early closing days, we will be open until 6 p.m. as usual.

opt 1 SNOW DAYS - When Somerset Elementary School closes the program will not be in session. Closings are broadcast by 8 a.m. on xxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxx. If weather conditions necessitate our closing early - before 6 p.m. - the staff will contact you or your designee to come pick up your child.

ACTIVITIES SCHEDULE - Children will be able to leave SECCA to attend other activities in the school (i.e. gymnastics, drama club, etc.). Each child's schedule must be on file with SECCA and a form is available for this purpose. If there is a temporary or permanent change to this schedule, the director must be notified.

DROPOFF AND PICKUP - Each child attending the before school session must be signed in by a parent each morning. You must come into the building in the evening to sign out your child. No child may be left at the Somerset Elementary School unless A SECCA staff member is present.

SICK DAYS - If your child is sick, or will not attend for any reason, please call xxx-xxx. It is extremely important to notify us if your child will not be present on a certain day as we are responsible for your child.

ALTERNATE PICKUP - If at any time a friend is picking up your child, please notify the director ahead of time.

new TRIAL PERIOD - Each child will be admitted to SECCA for a 1 month trial period so that we can evaluate the appropriateness of our day care program for your child.

REGISTRATION - An annual registration fee of $20.00 is required to hold a position open for each child. Families with more than one child attending the program pay only one registration fee. This fee is not refundable unless space is unavailable.

TUITION - A schedule of tuition fees is attached. Fees are due in advance and are payable on the Monday of each week. Payments (by check please) should be given to the staff member present.

No refund can be given for absences. The fee remains the same even if your child is out sick on a scheduled day. Special arrangements can be made for extended illnesses.

Families with two or more children enrolled in the program will have a 10% reduction in fees for the older child or the child participating in the fewest number of sessions.

SECURITY DEPOSIT - A security deposit of two week's tuition is also required. This deposit is designed to cover 1) the cost associated with an open position in the event of a child's premature withdrawal from the program, 2) the cost associated with excess damages to equipment, or 3) the cost of your child's last two weeks in the program.

The security deposit is to be paid in four installments with each of the first four regular weekly payments. That is, your first four payments will be one and a half times the regular weekly rate.

The security deposit will be refunded provided a notice of withdrawal from the program is given at least one month in advance or if your child's place can be immediately filled.

CHANGE IN ATTENDANCE - One month's notice is required if there is a change to a decreasing number of days per week. Parents are responsible for payment of present status for that 30 day period. A change of attendance form must be completed and is available at the program.

LATE PAYMENTS - If in arrears more than two weeks, a 10% late fee must be charged. If four weeks tuition is not paid, your child will not be enrolled for the succeeding month. No child can be permitted to register for a new session unless all bills from the previous session are paid.

A $5.00 fee must be charged for checks not honored by a bank.

LATE PICKUP - In consideration of our dedicated teachers, please try to pick up your child before 6 p.m. If you are late one or two times, no fee will be charged. If children are picked up repeatedly later than 6 p.m., a late fee will be charged according to the following rates-

6:06 - 6:15..... $ 5.00
6:16 - 6:30..... $10.00

FOOD - If your child attends the morning session, and arrives before 7:45, you may send in breakfast with them. If you arrive later there will not be time for your child to eat before school starts.

SECCA will provide snacks for those (afternoon Kindergarten) children who attend all morning, and there will be afternoon snacks for all children at about 4 p.m.

Kindergarten children must provide their own lunch and all children must bring their own lunch on early closing days and school vacation days.

new HEALTH FORMS - State law requires that we maintain up-to-date health records on all children in our program. We must have permission to use the school's health records or the enclosed health form must be filled out before your child can be admitted.

new MEDICAL EMERGENCIES - If a medical emergency arises, the SECCA staff will first attempt to contact you. If you cannot be reached, the SECCA staff will contact your child's doctor. If the emergency is such that immediate hospital attention is necessary, SECCA will take your child to the hospital.

new MEDICATION - SECCA staff members will administer medications only with the permission of parents. An authorization form, which must be signed by both the doctor and the parent, is available from the director. The staff will not administer non-prescription drugs.

new INSURANCE - If your child is not covered for minor injuries by either the mother's or father's insurance, we recommend that you elect to use the student accident policy available through the school.

TELEPHONE - The telephone number of the program is xxx-xxxx.

ANNUAL MEETING - A meeting of all parents of children participating in SECCA, and other interested people, will be held in the spring of each year. At that time the Board of Directors will report on the year's activities and you will have the opportunity to elect the governing Board for the next year.

SECCA is a non-profit organization incorporated under the laws of the State of Connecticut. A copy of our By-Laws is available on request.

new COMMUNICATIONS - We want SECCA to be an excellent program. To this end we feel communication between the staff, parents, and the Board of Directors is very important. The Board will be available to answer any questions you may have and to receive your input on the program throughout the year.

SCHEDULE OF TUITION FEES

Our sessions are defined as follows --

Session (A) 7:00 a.m. to 6:00 p.m.
Session (B) 2:45 p.m. to 6:00 p.m.
Session (C) 7:00 a.m. to 12:15 p.m.
Session (D) 11:10 a.m. to 6:00 p.m.

Fees are based on the number of hours and number of days --

	5 days	4 days	3 days	2 days	drop-in
Full Time 1-6 Session (A) & (B)	$25	$20	16	11	6
Full Time K (A) & (D) or (C) & (B)	$45	36	29	20	11
Session (A) only	8	7	5	4	3
Session (B) only	18	15	11	8	5
Session (C) only	30	24	19	13	7
Session (D) only	37	30	23	16	9

If a week contains an early closing day there will be an extra fee of xxxxxxx.

If a week contains a full holiday there will be an extra fee of xxxxxxx.

A separate sign-up sheet will be provided for vacation weeks (Feb. and Apr.). Fees will be determined at that time, depending on the number of children who sign up.

From time to time special field trips may require additional fees.

REGISTRATION - WINTER 1985 - 1986

NAME_____ SEX_____

DATE OF BIRTH_____ PRESENT AGE_____ GRADE_____

HOME ADDRESS_____ PHONE_____

FATHER'S NAME_____ OCCUPATION_____

BUSINESS ADDRESS_____ PHONE_____

MOTHER'S NAME_____ OCCUPATION_____

BUSINESS ADDRESS_____ PHONE_____

MARITAL STATUS married___ separated___ divorced___ widowed___ single___

SIBLINGS (name/age)_____

Does your child have speech or hearing defects, allergies, convulsions, frequent sore throats or ear infections, or any other medical problems of which we should be aware? yes_____ no_____
(If "yes", please provide details)

Is there any problem of adjustment that the teacher should know about?

_____

_____

Is there any other significant information you might add which would further contribute to a better understanding of your child and his/her needs? (fears, jealousy, dependence on others, etc.)

_____

_____

Please put X's in desired schedule

	MON	TUES	WED	THUR	FRI
(A) 7:00 - 8:30					
(B) 2:45 - 6:00					
(C) 7:00 - 12:15					
(D) 11:10 - 6:00					

DROP - IN_____(must call ahead)

I understand that space limitations may preclude the use of SECCA on a drop-in basis.

I give permission for the following 3 local friends/relatives to pick up my child when necessary

1_____ PHONE_____

2_____ PHONE_____

3_____ PHONE_____

I grant permission for SECCA to use a copy of my child's School Medical Record in lieu of securing a separate Record of Medical Examination from my child's physician.

Physician's Name _____ PHONE_____

I grant permission to my child's school to provide information about my child which might enhance my child's adjustment to the SECCA program.

I give my permission for my child to participate in hikes and field trips.

Signature_____

REGISTRATION AGREEMENT

I understand I am enrolling my child for the time period covered by the 1985-1986 school year, xxx weeks.

I agree to pay_____per week for_____days a week.

I understand that I am responsible for weekly payment of contracted fees paid in advance. I will give 30 days notice of withdrawal from the program.

opt 1 I understand that if school is closed because of bad weather, there may be changes in the SECCA schedule.

opt 2 I understand that if school is closed because of bad weather, there will be no program.

opt 3 I understand that during vacation periods and days school is closed because of bad weather there will be no program.

In event of illness, vacation, or other absences such as Scouts, music lessons, and other activities, the SECCA staff will be notified and I am responsible for my child and tuition payment.

The SECCA staff will assume full responsibility for my child from the time he/she arrives at the program until dismissal time at 6:00 p.m. They will take my child to authorized activities within the school. I agree to sign in upon arrival and sign out when leaving. I agree to pick up my child on time.

I agree to adhere to the Somerset Elementary Child Care Association registration policies and give my child permission to participate fully in this program.

Signature_____ Date_____

A $20 registration fee must accompany this form.

Please send this registration packet accompanied by your $20 registration fee to xxxxxxxxxxxxxxxxxxxx

TUITION PAYMENT RECORD FOR _____
Child's name

-SESSIONS A B C D -DAYS MON TUES WED THUR FRI

WEEK OF	AMOUNT DUE	EXTRA (reason)	PAID (date amount)
REGISTRATION FEE			
Deposit 1			
Deposit 2			
Deposit 3			
Deposit 4			
9/5 - 9/7/84			
9/10 - 9/14/84			

86

ATTENDANCE

CLASS: _____ DATE: _____

NAME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	in	out	in	out	in	out	in	out	in	out

ACTIVITY SCHEDULE for _____
Child's Name

The SECCA staff will escort your child to various activities within Somerset Elementary School. Transportation to other locations will NOT be provided.

My child's schedule of activities will be --

MONDAY - approximate drop-off _____ pick-up time _____

Meetings, e.g., GYMNASTICS 3:30 - 4:30 in the GYM

_____

_____

TUESDAY - approximate drop-off _____ pick-up time _____

Meetings _____

_____

WEDNESDAY - approximate drop-off _____ pick-up time _____

Meetings _____

_____

THURSDAY - approximate drop-off _____ pick-up time _____

Meetings _____

_____

FRIDAY - approximate drop-off _____ pick-up time _____

Meetings _____

_____

_____ _____

Parent's Signature Date

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I hereby authorize emergency medical care for my child_____ during attendance at the Somerset Elementary Child Care Association Program if, in the judgement of the staff, treatment is required for an injury or illness. I hereby also authorize the administration of anesthetics and recourse to other procedures deemed necessary by the attending physician.

I understand that whenever possible, I will be notified prior to medical treatment of my child. I understand that I will be notified at the earliest possible time should prior notice prove impossible.

The physician of my choice is Dr._____

Office Phone_____

My child is allergic to the following medications and anesthetics

_____

I understand that I am financially responsible for any expenses for medical care or transportation incurred on my child's behalf.

_____ _____

Signature of Parent or Guardian Date

A note on care during program hours

The staff will administer prescription medicines accompanied by a signed dated note from a parent and doctor. Forms are available from the director. The staff will not administer aspirin or other non-prescription drugs.

Parents are requested to notify the staff when their child is ill with a communicable disease.